



तेजपुर विश्वावद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपाम::तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

NOTICE INVITING TENDER (NIT)

Online Tenders in 02 bid System (Technical and Financial) are invited through GEM from reputed manufacturers/authorized dealers for supply and installation of the equipment, '**EC-OC Analyzer**' for the ANRF- JNU PAIR Project of Prof. P. Deb, Department of Physics. (***Detail Technical Specifications/Compliance Sheet of the above stated item are attached separately at Annexure-I.***)

Please read the NIQ document carefully before participating in the bid. It shall be deemed that submission of bid by the bidder has been done after careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not, in any way, relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award, has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in-order to influence a procurement process 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 Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries /doubt please contact the Store & Purchase Section (e-mail snp@tezu.ernet.in)

General Information about the NIQ

Last date and time for submission of Bids: As in GEM Bid

Date and Time of opening of Bids: As in GEM Bid

GENERAL TERMS & CONDITIONS:

1. The items as desired to be procured through this bid are supplementary to each other and in the execution of the project in its entirety; as such, interested participants may note that they are to quote for all the items as desired to be procured through this bid.
2. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation/bid.
3. **Quotations should be accompanied by:**
 - i) **An Earnest Money Deposit (EMD) of ₹ 2,15,000/- (Rupees Two Lakh and Fifteen Thousand only)** must be paid online through electronic bank transfer to the University Account Number as per details mentioned below. Bidders must upload/submit a copy of the payment receipt/ transaction confirmation slip along with other relevant documents at the time of technical bid submission, without which the bid shall be considered incomplete and shall be summarily rejected.

Account No. 10501586273

Account Name: Tezpur University Debt Deposit

Bank: State Bank of India

Branch Name & Address: Main Branch, Lake Road, Tezpur

Sonitpur, Assam-784001

IFS Code: SBIN0000195

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- ii) **Bidders who are MSME/NSIC registered** needs to furnish a “**Bid Security Declaration**” (format enclosed at Annexure-III) **in lieu of EMD** accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for a **period of Three (03) years** from participating in any future bid invited/published by Tezpur University. Bidders who are MSME/NSIC registered seeking exemption from payment of **Earnest Money Deposit (EMD)** are required to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which the exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.
- iii) *The payment confirmation receipt of EMD/Bid Security Declaration (Annexure-III), in case of MSME registered bidders, should be clearly mentioned and uploaded on GEM during submission of the bid. Failure to do so may result in rejection of the bid.*
4. Bidders are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes, and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately. In such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
5. Applicable levies, surcharges, and discounts should be clearly indicated item-wise.
6. The Data Sheet/catalogue of the product(s) offered in the bid is to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered.
7. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
8. **Bidder financial standing:** The bidder should not be under liquidation, court receivership, or similar proceedings and should not be bankrupt. Bidder to upload undertaking to this effect with the bid.
9. **Manufacturer authorization:** Wherever Authorized Agency/ Distributors/Partners are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail ID, and Phone No. required to be furnished along with the bid. The authorization must be addressed to the buyer, and the bid should be specific to OEM.
10. **Bidders Turn Over Criteria:** The minimum average annual financial turnover of the bidder during the last (03) three years, ending on 31st March of the previous financial year, should be indicated in the bid document. Documentary evidence in the form of certified **Audited Balance Sheets** of relevant periods and other credentials such as Annual Turnover duly certified by the Chartered Accountant / Cost Accountant shall be uploaded with the bid. In case the date of constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect to the completed financial years after the date of constitution shall be taken into account for this criteria.
11. **OEM Turn Over Criteria:** The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution/incorporation of the OEM is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for the criteria.
12. **Basis of Evaluation:** Evaluation will be initially done based on the technical specifications as specified in the tender notice. A technical presentation may also be required to be given by the eligible bidders. Accordingly, Financial bids of the technically qualified bidders will be opened.
13. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such

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- technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
14. **Dealership Certificate (wherever applicable):** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate. OEM should have service centres all across Assam, toll free number, Service Matrix & SLA needs to be furnished. Product datasheet, user manuals & brochures etc. need to be furnished against the technical parameters & the same should be available with OEM website.
 15. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO certificate.
 16. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
 17. Installation, demonstration, and training-sessions should be conducted/imparted by the selected bidder/ OEM for the delivered equipment as well.
 18. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
 19. The University is exempted from paying Custom and Excise duty.
 20. **Warranty/Guarantee/AMC/CMC:** The Warranty/Guarantee for the equipment/items should strictly comply with that as mentioned in the tender specifications, enclosed at **Annexure- I**. In case any **Annual Maintenance Charges(AMC)/ Comprehensive Maintenance Charges (CMC)** as applicable to the equipment after the expiry of the standard warranty period and **extended warranty period being applicable**, the AMC charges shall be cleared periodically on a bi-annual (half-yearly) basis. Each periodic payment will be released only upon the satisfactory completion of the maintenance service period, subject to submission of a User Satisfactory Performance Certificate, duly issued and endorsed by the concerned Principal Investigator (PI)/ Coordinator.
 21. Irresponsive/incomplete quote will be rejected.
 22. No Advance payment will be made.
 23. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
 24. Quoted price should be inclusive of delivery up to Tezpur University, Tezpur.
 25. Applications for release of **EMD** should be submitted to the **Deputy Registrar-S&P**.
 26. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
 27. **Performance Bank Guarantee amounting to Three (03) % of the order value needs to be submitted by the successful bidder, in the form of a Bank Guarantee in favor of "The Registrar, Tezpur University" on or before the final settlement of the bill. The Performance Bank Guarantee must remain valid for the entire warranty period (if selected) plus 60 (sixty) days. No interest shall be paid on the Performance Bank Guarantee.**
 28. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
 29. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may

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also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

30. The bidder must submit customer satisfactory certificate of installation and commissioning of similar instrument delivered to other organizations/institutions.

Termination for default: Default is said to have occurred.

- If the product or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- If the agency fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- If the supplier fails to perform any other obligation(s) under the contract.
- Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

31. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfil its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of "ACCEPT" and/or "REJECT". Only the "ACCEPTED" vendors will be considered for opening of price bid. The evaluation will be done based on the total value-wise evaluation. In case, a joint venture makes a bid, any one of the members of the joint venture needs to be qualified for each of the criteria mentioned below.

- The L-1 bidder will be selected based on the price of basic equipment and selected accessories as per order of priority.

Eligibility Criteria:

- The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

Technical Criteria

Technical bids will be evaluated and ranked by the award 'Accepted' & 'Rejected'. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.

Delivery Period

32. The delivery installation and commissioning should be completed within **45 Days** of the award of BID without any deviation.

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Deputy Registrar (S&P)
Tezpur University



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Annexure-I

Tender specification for EC-OC Analyzer

The instrument should analyze OC/EC by different internationally used analytical protocols like IMPROVE-A and NIOSH or similar with an option to create any customised analysis protocols as per user requirement.

1. Instrument must be a multiwavelength thermal/optical carbon analyzer system designed to quantify organic carbon (OC) and elemental carbon (EC) and temperature-separated carbon fractions on aerosol filter deposits.
2. It should be capable of quantitatively analyse operationally defined four fractions of organic carbon (OC) i.e. OC1, OC2, OC3, OC4 and three fractions of EC/BC i.e EC1, EC2, EC3
3. System must have multiwavelength analysis feature with the facility to measure Black carbon and Brown carbon.
4. Instrument should function in both reflectance (R) and transmittance (T) mode for accurate pyrolysis at different wavelengths over a wide range of 400-1050 nm.
5. UHP He gas or He/oxygen mix compatible
6. The analyzer should use mass flow controllers (MFC) for precise flow control and measurements.
7. Measurement range: 0.1 to 1000 $\mu\text{g carbon/cm}^2$. (depending on carbonaceous composition).
8. Sample oven temperature should be in the range of 60°C-900°C.
9. Heating rate should be variable with maximum of 200°C/minute or better Temperature accuracy should be $\pm 5^\circ\text{C}$ or 1%, whichever is greater.
10. Instrument should be for indoor installation and must operate in the Temperature range of 10 to 40 °C and Relative Humidity range of 30 to 80% or better
11. Latest configuration PC with 36 inch or more monitor size preloaded with software and a megatank printer must be provided. The software should provide user-friendly interface and instrument control. SSD memory of 1TB with 16GB RAM and i7 processor.
12. Online UPS of the capacity required to operate the instrument with 30 minute power back up to safely put off the instrument in case of power supply failure.
13. Two filled gas cylinders of each gases required for smooth operation of the instrument must be provided with filled gases. Regulator and gas distribution panel with pressure gauge/display must be provided with initial supply of the instrument
14. Provide User's (name, phone number and institute name) details in India should be submitted along with technical bid.
15. Must provide 3 years warranty for the analyzer including the PC and software
16. Installation, demonstration and training for 2-3 days to students/faculty at Tezpur University must be done free of cost by the vendor. Any other requirements for successful operation of the instruments should be clearly mentioned & offered separately.

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Annexure-II

List of Enclosures to be submitted with the Bid Document

Sl No	Type of Document	Submitted	Page No.
1.	Bidders Office Address (with mobile No. and e-mail)	Yes/No	
2.	PAN Card	Yes/No	
3.	GST Certificate	Yes/No	
4.	Valid Trade License/ Registration Certificate	Yes/No	
5.	ITR Returns (Last 03 Financial Years)	Yes/No	
6.	Audited Balance Sheet certified by CA for last 03 F.Ys *	Yes/No	
7.	Annual Turnover (last 03 Financial Years) *	Yes/No	
8.	Declaration of Non-Blacklisting	Yes/No	
9.	Acceptance to Tender Conditions	Yes/No	
10.	Technical Specifications and Compliance Sheet including model supported by leaflet	Yes/No	
11.	Proof of Experience *	Yes/No	
12.	Earnest Money Deposit *(exempted for those who are MSME registered)	Yes/No	
13.	Bid Security Declaration Form (for MSME registered bidders in lieu of EMD)	Yes/No	
14.	MSME / NSIC /Start-up Certificate	Yes/No	
15.	Certificate of Compliance/ISO Certificates	Yes/No	
16.	Address of After Sales Support /Service Centres	Yes/No	
17.	Dealership Certificate/Authorization Certificate	Yes/No	
18.	MII Declaration		
19.	Escalation Matrix	Yes/No	
20.	Product Datasheet/ Techno Commercial Statement and User Manual	Yes/No	
21.	Certification for Genuine Pricing	Yes/No	

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25/9/16



(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on __day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).