



## **GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR**

A Central University established by the Central Universities Act, 2009 No. 25 of 2009

Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752-260413, 260209 FAX: 07752-260154, 260148

**Notice No: ATI/Store/583/2012**

**Date: 4-2-2012**

### **NOTICE INVITING EXPRESSION OF INTEREST CUM BID**

Guru Ghasidas Vishwavidyalaya, Bilaspur (A Central University) invites Expression of Interest (EOI) from reputed Original Equipment Manufacturing Company or their authorized partners/agents/distributors to get registered with the University for supply of various laboratory equipments/instruments/accessories to its various academic departments and submit bids in two parts (Part A – Technical and Part B – Financial) for supply, installation & commissioning of the items listed in Schedule-I in EOI cum Bid document.

1. For vendor registration form and EOI cum Bid document please visit university website [www.ggu.ac.in](http://www.ggu.ac.in)
2. The duly filled Vendor registration form along with required documents and registration fees of Rs. 1100/- in the form of DD in favour of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) may be submitted to Dy. Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by Speed post/Registered post/Courier by 25-2-2012 (5:30 p.m.) superscribed the envelope "REGISTRATION OF VENDOR". Registration is must for bidding.
3. Bids in two parts (Part A – Technical and Part B – Financial) for supply, installation & commissioning of the items listed in Schedule-I in EOI cum Bid notice can be submitted to Dy. Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by Speed post/Registered post/Courier by 25-2-2012 (5:30 p.m.) superscribed the envelope "BID FOR ITEM NO.....CATEGORY.....".
4. Those vendors who are already registered with the University need not to submit the Vendor registration form again. List of registered vendors is available in the website.

Registrar (Acting)



# गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)

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Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752-260413, 260209 FAX: 07752-260154, 260148

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5. The list of items with specifications is given in Schedule-I. Items are grouped in various categories (department wise). One bidder can submit max. one bid for each category i.e. if any bidder wants to bid for more than one item in any category he should submit one composite bid of those items for that category. Thus if any bidder wants to bid for more than one category, say 3 categories he will submit 3 bids only. Item Nos. & category should be mentioned clearly on the each bidding envelopes.
6. Completed bid along with all the documents must reach the, Dy. Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 25-2-2012 (5:30 p.m.) through Speed post/Registered post/Courier Service only. Each Bid should be superscribed with "BID FOR ITEM NO.....,.....,.....CATEGORY.....".
7. Technical Bids will be opened on 27-2-2012 at 11:30 a.m. at Conference Hall, Administrative Block, Guru Ghasidas University, Bilaspur.
8. Date of opening financial bids will be intimate later on at the university website [www.ggu.ac.in](http://www.ggu.ac.in)
9. **Two Bid System:** Vendor will place the "Technical Bid" and "Financial Bid" in the separate

sealed covers. Thereafter, both the envelopes should be placed in a big envelope duly sealed and superscripted "BID FOR ITEM NO.....,.....,.....CATEGORY.....".

The University is not responsible for non receipt of tenders within the specified date and time due to any reason including postal holidays or delays

**Envelope I (Technical Bid):** The vendor must submit the following documents in Envelope-I (Technical Bid):

- a) Detailed technical specifications and literature/manuals of the goods/services to be supplied.
- b) Technical compliance statement with deviation, if any
- c) Authorized partner/dealer/distributor certificate from the original manufacturer.

**Envelope II (Financial Bid):**

The vendor must submit the Price Bid information mentioning all taxes/duties FOR University campus, Bilaspur. The price should be quoted in words and in figures, without any errors, erasures or alterations. Unit price of each product and accessories should be quoted separately. Maximum educational discount for University as could be offered should also be mentioned.

10. **Offer validity period :** The offer should hold good for a period of 120 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.
11. **Performance Guarantee:** Performance Security for an amount of 5% of the order value may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form by the successful bidder. Performance Guarantee is to be furnished within 21 days after notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the vendor, including warranty obligations.
12. The Cost of the equipment should be inclusive of all taxes and statutory levies. Labour / installation charges, packing, insurance, freight etc. should be mentioned separately (inclusive of all taxes liveable on them). For imported goods price to be quoted CIF Kolkata and in case of local firms they should quote FOR Guru Ghasidas University Campus, Bilaspur. Unit price of each product and accessories should be quoted separately. Maximum educational discount for University as could be offered should also be mentioned. The University is **exempted from payment of custom and excise duty** on Scientific and technical equipment/instruments by DSIR, Govt. of India. Necessary certificate will be issued on demand.
13. University reserves the right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by shortlisted vendors. The shortlisted vendors may be asked to come and give out presentation / demonstration.
14. **No commitment to accept lowest or any bid:** University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations.
15. **Shortlisting of Vendors:** University will create a shortlist technically qualifying vendors and the financial bid of only these vendors will be opened. University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the market. University reserves the right to decide which offer best suits the requirement of the university. Further, after opening financial bids of the short listed

tenders, if there is a discrepancy between word and figure, the amount indicated in words will prevail.

16. **Warranty:** The vendor shall provide comprehensive on-site Warranty for the system/equipment supplied against the work order for a min. period of 1 year from the date of installation and commissioning of the system/equipment. This would cover the hardware, hardware components, system software, equipment and accessories supplied by the vendor at the place of installation.
17. **Delivery period:** For imported goods the complete delivery, installation & commissioning of both the equipments/instruments should be made within 12 weeks from the date of issue of order. For indigenous goods it is 8 weeks.
18. **Resolution of disputes:** University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, University and the vendor have been unable to resolve amicably a resolution by formal arbitration the Vice-Chancellor of University shall appoint a sole Arbitrator of the dispute who will not be related to the vendor and whose decision shall be final and binding.
19. **Jurisdiction :** All disputes will be subject to Bilaspur jurisdiction only.
20. **Custom Clearing:** After arrival of the goods at Kolkata Airport/Seaport, Indian agent or Indian subsidiary of the principal firm is solely responsible for getting the material clearance from customs. University will provide all custom documents for custom clearance on the demand of agent. Transportation from Kolkata to Guru Ghasidas University campus is also the responsibility of authorized agent. All charges/ expenses incurred in this process will be reimbursed to firm after submitting the bill along with documentary proof in original. Please note that the freight forwarder or clearing agent should be approved from IATA . **NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE UNIVERSITY UNDER ANY CIRCUMSTANCES.** NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLERANCE/ FREIGHT / INSURANCE ETC
21. The vendor should adhere with all seriousness to the time schedule provided by the University. The **Liquidated Damage** will be applicable at the rate of **0.5%** per week. The purchaser has the right to cancel the purchase order when LD accumulates to 10 %.
22. The quantity indicated in the **Schedule-I** is tentative. University reserves the right to increase or decrease the quantity or delete some or all of items depending on the needs of the University without assigning any reasons.
23. The bids will be opened on due date and time indicated in presence of the bidders if any present on the occasion, if the date of the opening is declared holiday the bids will be opened on next working day.
24. For imported goods, the payment will be made through Letter of Credit. No advance payment will be made. Payment will be made after the receipt, inspection and installation/testing of the goods.
25. University reserves the rights of accepting in full or part/not accepting the tenders without assigning any reason.

26. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in university website only.

Registrar (Acting)