

**CENTRAL UNIVERSITY OF RAJASTHAN**

**(Established by an Act of Parliament, the Central Universities Act 2009)  
Bandarsindri – 305 817 Distt.: Ajmer,Rajasthan.**



**TENDER DOCUMENT**  
**FOR**  
**SUPPLY AND INSTALLATION**  
**OF**  
**WORKSTATION**

| <b>S. No</b> | <b>Content</b>                                       | <b>Page No.</b> |
|--------------|--|-----------------|
| <b>(1)</b>   | <b>Schedule of Tender</b>                            | <b>3</b>        |
| <b>(2)</b>   | <b>Tender Notice</b>                                 | <b>4</b>        |
| <b>(3)</b>   | <b>Important notes to bidders</b>                    | <b>5-8</b>      |
| <b>(4)</b>   | <b>Terms and Conditions of tender</b>                | <b>9-24</b>     |
| <b>(5)</b>   | <b>Technical Specifications (Annexure-A)</b>         | <b>25-26</b>    |
|              | <b>Financial Bid (Annexure-B)</b>                    | <b>27</b>       |
| <b>(6)</b>   | <b>Tender Form (Techno Commercial UN priced Bid)</b> | <b>28-29</b>    |
| <b>(7)</b>   | <b>Tender Form (Priced Bid)</b>                      | <b>30-32</b>    |
| <b>(8)</b>   | <b>Format of Performance Bank Guarantee</b>          | <b>33-34</b>    |
| <b>(9)</b>   | <b>Format For Manufacturer's Authorization</b>       |                 |
|              | <b>Letter To Agent</b>                               | <b>35</b>       |
| <b>(10)</b>  | <b>Declaration Regarding Blacklisting/ Debarring</b> |                 |
|              | <b>for Taking Part in Tender</b>                     | <b>36</b>       |
| <b>(11)</b>  | <b>Certificate of Guarantee/ Warranty</b>            | <b>37-38</b>    |
| <b>(12)</b>  | <b>Technical Specifications Compliance Sheet</b>     | <b>39</b>       |
| <b>(13)</b>  | <b>Check list for Terms and Conditions</b>           | <b>40</b>       |

# CENTRAL UNIVERSITY OF RAJASTHAN

NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh-305817, Dist. Ajmer

## **(1) Schedule of Tender**

### **Tender document for Supply & Installation of (Workstation) for the Department of Physics.**

Sealed tenders are invited from the respective OEM/ authorized dealers/firms etc. for **Supply & Installation of Workstations as per, “Annexure -A”** as Technical Bids and **“Annexure- B”** as Financial Bids. The details are as follows:


| <b>S. No.</b> | <b>Particular</b>                    | <b>Quantity</b> | <b>Amount of E.M.D.</b> |
|---------------|--------------------------------------|-----------------|-------------------------|
| 1.            | Computational facility(Workstations) | 01              | 10,000/-                |

Cost of Tender Form: **Rs. 1,000/- (Non-refundable)** for each tender. However, in case **Tender document are download from website, then Tender Cost is NIL.**

- 1. Last Date of submitting Tender Form is 17-04-2018 up to 02:00 P.M.**
- 2. Date of opening of Tender (Technical bid) is 17-04-2018 at 03: 00 P.M.**
- 3. Type of Tender: 2 Bid Systems.**
- 4. Mode of EMD and Tender fee:** Bidders should send separate D.D. for Tender Fee (non-refundable) EMD (Refundable without any Interest) in favour of Central University of Rajasthan, payable at Kishangarh/ Bandarsindri.

**CENTRAL UNIVERSITY OF RAJASTHAN**  
(Established by an Act of Parliament, the Central Universities Act 2009)  
Bandarsindri, 305817 Distt. Ajmer, Rajasthan.  
[www.curaj.ac.in](http://www.curaj.ac.in)

**(2.) Tender Notice for Supply and Installation of Workstation for the Department of Physics, Central University of Rajasthan**

|  |             |
|--|-------------|
|  <p style="text-align: center;"><b>Central University of Rajasthan</b><br/>NH-8 Bandarsindri, Kishangarh, Distt-Ajmer-305817<br/>Tel: 01463 - 238755 Website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a>.</p>  |             |
| Ref.: CURAJ/R.F-/Tender/2017-18/   | Date: ----- |
| <b><u>TENDER NOTICE</u></b>  |             |
| <p>Sealed quotations are invited from the Manufacturers, Authorized Dealers/ Firms for the supply &amp; installation of Workstations for the Department of Physics at Central University of Rajasthan. Quotations completed in all respects along with technical and price bids should reach the office of the undersigned on or before 17<sup>th</sup> April, 2018 up to 02.00 P.M. Technical Bids will be opened on same day at 3.00 P.M. in the presence of bidders. For further details, please visit our website <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> and CPP Portal i.e. <a href="https://eprocure.gov.in">https://eprocure.gov.in</a></p> |             |
| Registrar  |             |

**राजस्थान केन्द्रीय विश्वविद्यालय के भौतिक विज्ञान विभाग में वर्कस्टेशन की आपूर्ति एवं स्थापना हेतु निविदा सूचना**

|  |                |
|--|----------------|
|  <p style="text-align: center;"><b>राजस्थान केन्द्रीय विश्वविद्यालय</b><br/>राष्ट्रीय राजमार्ग 8, किशनगढ़ जिला अजमेर 305817<br/>दूरभाष: 01463- 238755 वेबसाइट <a href="http://www.curaj.ac.in">www.curaj.ac.in</a></p>  |                |
| सी0यू0आर0ए0जे0/आर0/एफ0/टेण्डर/2017-18/   | दिनांक : ..... |
| <b><u>निविदा सूचना</u></b>   |                |
| <p>विश्वविद्यालय में वर्कस्टेशन की आपूर्ति व स्थापना हेतु निर्माताओं, अधिकृत विक्रेताओं/फर्मों से सील बंद लिफाफों में निविदायें आमंत्रित की जाती हैं। इच्छुक आवेदक सील बंद लिफाफे में पूर्ण रूप से भरी हुई निविदा (तकनीकी और वित्तीय) अधोहस्ताक्षरकर्ता के कार्यालय में दिनांक 17 अप्रैल 2018 को अपराह्न 02.00 बजे तक भेज सकते हैं। प्राप्त निविदायें उसी दिन अपराह्न 3.00 बजे निविदादाताओं की उपस्थिति में खोली जायेंगी। निविदा सूचना एवं विस्तृत जानकारी विश्वविद्यालय वेबसाइट <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> एवं CPP Portal <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> पर उपलब्ध है।</p> |                |
| कुलसचिव  |                |

**(3) Important Notes to the Bidder:**

1. Central University of Rajasthan, Bandarsindri, invites tenders under “2 Bid system” for supply, erection, installation and commissioning of instruments/equipments to the Department of Physics, School of Physical Sciences, of Central University of Rajasthan as per specifications given in the instrument specifications.
2. Tender document can be downloaded from the University website at URL Link: <http://www.curaj.ac.in/advertisemnts/tenders.html>.
3. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
4. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in pencil will be ignored. The tenderer shall certify that the rates being quoted are not higher than those quoted for any Govt. Dept. or Institution or DGS & D or any organization and that if during the years at any time the tenderer has quoted rates lower than those quoted against this tender, the University would be given the benefit of lower rates by the tenderer to the University. The relevant documents should be enclosed with technical bid.
5. The prescribed tender documents should be submitted in one sealed envelope duly superscribed with “**Supply and installation of Workstations** to Department of Physics, Central University of Rajasthan at NH-8 Bandarsindri, Ajmer (Rajasthan)”. This sealed envelope should contain 2 sealed envelopes marked A & B prescribed as under:
  - a) Envelope A containing Technical Bid along with Tender Fee and Earnest Money Deposit (EMD) separately for each equipment, in the form of Demand Draft in favor of Registrar, CENTRAL UNIVERSITY OF RAJASTHAN payable at Bandarsindri. Tender shall be rejected if the tender form fee and Earnest money D.D.’s are not found in proper order.
  - b) Envelop B containing the Financial Bid.

The tender document should be sent to:

**Registrar, (Kind Attention: Prof. Manish Dev Shrimali), Central University of Rajasthan, N.H.-8 Road, Jaipur-Ajmer Highway, Bandarsindri, Kishangarh, Distt. Ajmer, Rajasthan, Pin Code- 305817**

**Note: All the instrument has to be tendered separately.**

6. The complete tender document is to be signed with seal & signature is to be placed in the separate envelopes along with the necessary required documents.
7. The duly constituted committee appointed by the competent authority of Central University of Rajasthan, Bandarsindri, reserves the right to select certain items (in single or multiple units) and reject the others or all mentioned in the Schedule. The same committee will also reserve the right to revise or alter the specifications before acceptance of any tender with prior notice on the University website.
8. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
9. The Bid shall be treated as a 2 Bid System. The Technical Bid will be considered for applicants whose Earnest Money Deposit (EMD) is found in order. Financial Bid shall be opened for those bidders who have qualified in Technical Evaluation.
10. Interested Bidders may obtain further information from the office of the Department of Physics, Central University of Rajasthan, India.

All bids must be delivered to the above office up to the date and time indicated above. Bids will be opened in the presence of Bidders' authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.

**Any clarification regarding tender before submission of tender document can be discussed with Professor Manish Dev Shrimali, Department of Physics, School of Physical Sciences– Mobile No. 91-9414212775.**

Please Note that the tender document is subjected to verification with the original document and if any discrepancy is found, the tender would be rejected. Tenders (Technical Bid) will be opened first in the presence of the attending vendors.

Note:- Bidders are required to submit separate tender for each instrument.

Registrar  
Central University of Rajasthan  
Bandarsindri, Rajasthan

**CENTRAL UNIVERSITY OF RAJASTHAN**

(To Be Filled By the Vendor/ Bidder)

1. Nature of the Equipment/Instrument:

2. Name of the Vendor:

3. Full Address of the Vendor:

4. Telephone/ Mobile No.

5. Fax. No. (If any):

6. Registration No. of Firm:

7. PAN:

8. GST Registration No.

9. Details of the D.D.

(a) for **Tender Fee (Non-refundable)**: D.D. No. \_\_\_\_\_ dated

\_\_\_\_\_ drawn from the bank \_\_\_\_\_

(b) for **E.M.D Amount (Refundable without any interest)**: D.D. No. \_\_\_\_\_

dated \_\_\_\_\_ drawn from the bank \_\_\_\_\_

Seal and Signature of the bidder/Vendor



## **(4) TERMS AND CONDITIONS OF THE TENDER**

### **1) Price / Taxes:**

Prices stated in this tender are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by both parties. The vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to the order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable taxes viz sales, value-added or similar taxes until and unless specified in the schedule. This University is registered with DSIR vide No.TU/V/RG-CDE(1115)/2013 dated 24<sup>th</sup>October 2013& is exempted for paying excise & Custom Duty.

### **2) Acknowledgement and Acceptance of agreement:**

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

### **3) The Vendor as an Independent Contractor:**

The Vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The Vendor expressly waives any and all rights which may or may not exist to claim any relief under the university's comprehensive insurance policy, worker's compensation or unemployment benefits.

### **4) Delivery:**

The equipments should be delivered to Central University of Rajasthan and within a time period of 60 days from the date of LC opening and complete installation within 30 days after date of arrival on or in case of indigenous purchase supply should be made within 30 days & installation be completed within next 15 days. If any material is not delivered by the date specified therein,

the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the university at its option, may elect to take delivery of material and to pay such proportion of the contract price as deemed reasonable by the university.

**5) Reproduction of Documentation:**

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information related to the foregoing literature and documentation with timely written notice.

**6) Rescheduling:**

The University may without liability at least seven days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within seven working days) of any necessary rescheduling.

**7) Shipping, Packaging and Labelling:**

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices and where incorporated, the University's packaging specification.

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size

and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit, including the final destination.

The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in the contract and in any subsequent instructions ordered by the Purchaser.

It is the sole responsibility of the vendor to provide/replace the item/goods, if it is lost or broken during the shipping or transportation due to whatever may be the reason.

Vendor is responsible to ensure, by contacting the University, that the shipping has been properly done i.e., all the items/goods have properly reached the University.

#### **8) Changes / Amendments:**

At any time prior to the deadline for submission of tender, the Purchaser may amend the tender documents issuing by Addenda/Corrigendum. The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by vendor and accepted by the university in a form of amendment/ modified Order issued and signed by the University.

#### **9) Inspection and Acceptance:**

Material procured from vendor shall be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order.

If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:

- (a) Rescind the purchase/supply order as to such non-conforming Material;
- (b) Accept such material at an equitable reduction in price;
- (c) Reject such non-conforming material and require the delivery of suitable replacements
- (d) If the vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned thereby, or terminate this order for default.

No inspection (including source inspection) test, approval (including design approval) or acceptance of material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

**10) Invoicing / Payments / Set-Offs:**

After each completion of supply/purchase order, the Vendor shall send duplicate invoices including item number to the University's concern Department.

Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

**11) Terms of Payment and Conditions:**

**(A) For Indigenous/Indian equipments/stores on DDP Destination basis:-**

100% of the payment shall be released upon successful commissioning and installation of the instrument/equipment and on production of the documents showing takeover and acceptance of the instrument/equipment by the consignee, after ensuring that already furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder/supplier including comprehensive maintenance warranty obligations.

**(B) For Imported Equipments/ Stores:-**

For Foreign/Principal suppliers of equipments/stores:-

For payment made through Letter of Credit (L/C)

An irrevocable letter of credit (L/C) for 100% of the value of the imported equipments/stores (excluding the value of the Indigenous / Indian equipments / stores, if any) shall be established on submission of the acknowledgment of the order by the successful bidder stating the country of origin and port of shipment, submission of Performance Security @ 5% of the Purchase Order value, four copies of the Proforma invoice and confirmed Letter of Credit (LC) opening details.

It shall be the responsibility of the bidder to ensure that all the requisite documents are provided to the purchaser including the Performance Security in original for appropriate denomination and period on priority basis, so as to ensure opening of LC on time.

Out of this, 80% of the value of the imported equipments/stores will be paid against inspection certificate (where applicable) and shipping documents to the Principal through L/C. Balance 20% will be released within 30 days after due certification by the Purchaser/Institute for successful commissioning of the equipments at the premises and also, after ensuring that the furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder/supplier including comprehensive maintenance warranty obligations.

**Price Fall Clause:-**

If at any time prior to delivery of the equipments/stores, the bidder/supplier reduces the sale price of such equipments stores as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the equipments/stores being supplied after the date of coming into force of such reduction, the price of equipments/stores shall stand corresponding reduced.

**12) Selection of the Bidder:**

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid & must be submitted in separate sealed envelopes.

**(a) Technical Bid:**

Technical bid should contain information regarding the company/firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must ensure the following conditions while going for the bidding:

- i. SPECIFICATIONS: Specifications are basic essence of the product/contract. It must be ensured that the offers must be strictly as per adhere to our specifications. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.
- ii. *Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.*
- iii. Detailed firm & company details, copy of registrations must be enclosed. In case of authorized dealers/distributor certificate in prescribed format from **Original Equipment Manufacturers (OEM)**, on the same should be enclosed for participation in the said tender.
- iv. Authorization letter from manufacturer in case of dealer/s for the said equipment enclosed with the technical specifications.
- v. OEM should be internationally reputed Branded Company.

- vi. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
- vii. A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the University. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
- viii. Signed & Stamped compliance sheet of the technical specification of the offered equipment with technical printed literature must be enclosed with the technical bid in the prescribed format.
- ix. Clientele list (List of the institutes/organizations, where the similar order has been executed during the last three years) and work done list. Supporting documents (couple of orders without any alteration/modification, copies of installation report) must be enclosed.
- x. (PO) to whom such items/stores have been supplied should be mentioned in the technical bid.
- xi. Performance Certificates from clients.
- xii. Self-attested photocopy of annual turnover, IT clearance Certificate, Audited Balance Sheet, etc.
- xiii. The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad in prescribed format.
- xiv. DD/ for Tender Fee and EMD amount.
- xv. Tender form fee in case of website version.
- xvi. The form of the “Terms and Conditions” should be duly filled and signed by authorized person.

It is only when the information about the company in technical bid alongwith Authorization letter from manufacturers (in case of distributor/dealer/retailers), DD for tender fee & EMD. Registration document of the firm etc. are found satisfactory; the commercial part will be opened.

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.

**(b) Price Bid:**

- a) Commercial bid should contain price of the material required to be supplied as per Price Schedule "**Annexure-B**" as supplied by the University along with the Tender form, duly filled and signed by the authorized person.
- b) All costs should be given in figures and words. All the Govt. levies like sales tax, octroi, custom duty, educational cess & service tax etc., if any, should be clearly and separately mentioned for each item or component. However, all taxes will be paid at actual rates applicable at the time of delivery.
- c) The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on to the University.
- d) Prices shall not be subject to escalation of any nature
- e) Prices should be FOR – Central University of Rajasthan and including all levies & installation charges. Bidder should note that this University is registered with DSIR vide no TU/V/RG-CDE(1115)/2013 dated 26<sup>th</sup> October, 2013 & is exempted for paying excise and custom duty.
- f) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to UNIVERSITY to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
- g) Copies of **at least last two-supply orders** received from other customers or details of last two supplies made to other customers preferably in India for the same item/model **may be submitted with the offer** giving reasons of price difference of their supply order & those quoted to us, if any.
- h) The party must give details of identical or similar equipment, if any, supplied to any UNIVERSITY department during last three years along with the final price paid and Performance certificate from them.



- i) 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 liable on them). For imported/indigenous goods price to be quoted FOR CURAJ. 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.
- j) Financial statements with net profit, duly audited / certified by Chartered Accountant (CA) of the last three financial years along with the copies of Income Tax Return (ITR) must be enclosed with the technical bid.
- k) INSPECTION: The inspection of the system will be done by our technical expert /Scientist in the presence of firm's representative.
- l) In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the University or CIF basis till satisfactory installation of the system.
- m) The supplier should arrange for physical Inspection of the items directly or through their authorized representative within seven days of arrival of the consignment failing which they will be responsible for the losses. After the shipment is effected, the supplier/its representative/Indian agents must remain in touch with the University to ascertain the date of arrival of consignment.
- n) 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.
- o) Short listing of Vendors: University will create a shortlist of 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.

- p) **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.
- q) **Installation and Commissioning:** Free of cost at University. The OEM must ensure timely installation of the complete unit with necessary support to the indenters, as per details and lists to be made available by the Stores Section or the indenting Departments/Centres/Schools.
- r) **Conditional Offer** will not be accepted.
- s) **Past Performance of the Vendors will be judged at the time of Technical Evaluation.** The OEM (**Original Equipment Manufacturer**) should be an ISO-9000 or ISO-14001 certified company with due credits to energy conservation and green earth compliance.

Vendors should clearly mark on the both sealed envelopes “**Tender For supply and installation of Workstations to the Department of Physics, School of Physical Sciences**”(Central University of Rajasthan) and “**Commercial / Technical Bid**” on the respective envelope at left corner.

While the above procedures lay down the overall guidelines, Central University of Rajasthan reserves the right to select the vendor based on other parameters, at its discretion.

### **13) Delivery and Opening of Tender:**

All tender documents should be sent through courier, speed post, registered post or by person. Telegraphic / fax offer will not be considered and ignored straightway. All tender documents received after the specified date and time shall not be considered.

The completed tender should be delivered at the Inward Section of the Administrative building of the Central University of Rajasthan, Bandarsindri, Ajmer, and Rajasthan on or before Date: - **17<sup>th</sup> April, 2018 (up to 2 .00 P.M.)**

**The Technical Bid will be opened on 17<sup>th</sup> April, 2018 at 3.00 P.M.**

**14) Performance Security:**

On receipt of notification of award from the University, the successful Bidder shall furnish the performance security at 5% of the cost of the material ordered in the form of DD in favor of The Central University of Rajasthan or in the form of Bank Guarantee or in another form acceptable to the University. Failure of the successful bidder in this respect shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder on same rate or call for new bids.

**15) Rejection of Bids:**

- a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
- b) Incomplete bids are liable to be rejected.
- c) If the technical offer contains any price information the offer will be summarily rejected.
- d) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- e) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection.
- f) The schedule for accepting the tenders shall be strictly followed- late tenders shall not be accepted.
- g) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- h) The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the quotation for rejection.
- i) Each page of the tender document including all annexure duly stamped and signed by the bidder must be submitted along with the tender bid and tender should be page numbered.

**16) Liquidated damages for delayed supply:**

If vendor fails to deliver any of or all products or does not perform the services within the period specified in the contract, the University reserves the right to, without prejudice to its other remedies under the contract, deduct from the bill, a sum equivalent to 1% of the price of undelivered stores at the agreed price for each week to maximum limit of 5% of the value of stores so undelivered. Once maximum is reached, the second party may consider termination of contract.

**17) Assignment / Subcontracting /sublet:**

The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

**18) Cancellations:**

The University reserves Right to Accept any Bid and to Reject any Or all Bids: The Purchaser also reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, FAX, or telex notice to the Vendor, effective when sent, provided such notice is sent ten (10) days prior to the delivery date, specified on the face of this order.

The University may cancel order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:

- (a) fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) files a voluntary petition in bankruptcy; or

- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) voluntarily ceases trading; or
- (f) merges with or is acquired by a third party; or
- (g) Assigns any of its rights or obligations under the Order to a third party without the university's prior written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

**19) Warranty:** Comprehensive Onsite Warranty as mentioned in "Annexure-A" i.e. on technical specification.

This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.

Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.

**20) Consumables/spares:** All hardware & software including drivers, device interface cards/network adaptor card must be pre-installed & preconfigured in the computer /equipment

provided. Licensed version of system software should be provided in CD (with up-gradable version).

Manual - Hard copies of instruction/operation/service manuals should be supplied

List of important Consumable/ Spares and parts having sufficient shelf life for trouble free operation of three years should also be provided.

**21) Shifting & Reinstallation:** If required, manufacturer /supplier has to take all the responsibilities for shifting and reinstallation of the equipment from the temporary building to permanent building. This responsibility has to be given in writing by the manufacturer. All terms and conditions remain same at permanent site. Also, the performance of the instrument should be reproducible after shifting. Vendor should also provide a list of instruments where the vendor has done re-installation of such equipments in the past.

**22) Training/installation:**

- a) Installation testing: suppliers of the instrument must provide free installation, commissioning and testing of the equipment in the laboratory at the current temporary site and thereafter at permanent site.
- b) Comprehensive training of faculty & staff after installation should be provided, wherever deemed appropriate and an update in every six months (3-4 days) for the first two years and every year (1 week) for the next three years.
- c) On-site training to the graduate students after installation.

**23) Patent Indemnity:**

The Vendor shall have to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

**24) A.M.C.:**

A separate annual maintenance contract will be executed after completion of the warranty period. On execution of the A.M.C. contract, performance security will be returned to the first party.

**25) Compliance with Laws:**

After acceptance of tender, successful bidder shall have to comply with the requirements of all the existing laws. The Vendor shall also have to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor will have to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

**26) Law of the Contract:**

The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of Rajasthan.

**27) Site preparation:**

The supplier shall inform the University about the site preparation, if any, needed for installation, immediately after receipt of the supply order. Suppliers must provide complete details regarding space and all infrastructural requirements needed for the equipment, which University should arrange before the arrival of equipment to ensure its early installation and smooth operation thereafter. The supplier may offer his advice and render assistance to University in the preparation of the site and other pre-installation requirements.

Rate quoted by vendor should be valid for at least six months from the date of receipt of quotation.

As far as possible, quotations should be given for goods of Indian manufacturer and if foreign goods quoted and proposed to be supplied should be covered by normal input quota of the dealer.

This University is exempted from payment of custom duty/excise duty. Certificate of the same will be provided by the University, if needed.

**I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.**

**Date-----**

**Seal & Signature of Vendor**



**(5) TECHNICAL SPECIFICATIONS SECTION**

*Technical Specifications: The tenderer shall meet the respective minimum technical specifications for the item that is being bid for. Any additional features or specifications in excess of these minimum specifications will be appreciated. A set of desired additional features are mentioned along with the minimum technical specifications, wherever appropriate.*

I / We the undersigned am / are ready to supply & install the following instruments along with all other accessories complete as mentioned below with accepting the terms and conditions which are enclosed with this order form and quote for the same.

The technical specifications for all the Instruments are being placed under this tender have been detailed in the following Annexure (one annexure for each Instrument / Equipment; this will also include all the components of a particular instrument / equipment that are being bid for).

**List of Instruments/Equipments:**

| <b>S NO</b> | <b>INSTRUMENTS</b>     | <b>Annexure</b> | <b>Quantity</b> | <b>EMD (INR)</b> |
|-------------|------------------------|-----------------|-----------------|------------------|
| 1.          | Computational Facility | 1               | 1 workstation   | 10000            |

**ITEM: Computational Facility**

**QUANTITY: 01**

**Technical Specifications:**

Detailed specifications of the equipment with stable base:

| <b>S.No.</b> | <b>Features</b>    | <b>Minimum Requirement</b>   |
|--------------|--------------------|--|
| 1.           | Display Type       | Non-Touch  |
| 2.           | Display resolution | 1920x1080 Full HD  |
| 3.           | Monitor            | Full HD 23.8-inch LED Backlit Monitor and SAMSUNG QM49 H :49 Inch 3840*2160 (4K UHD), 500 Nit Brightness, Native Contrast Ratio 4000:1 (For Dual |

|     |                         |   |
|-----|-------------------------|---|
|     |                         | Display )   |
| 4.  | Processor Configuration | Intel Xeon E5-2620 v4 (8 C, 2.1 GHz (Turbo) 2133 MHz, 20MB, 85 Watt)  |
| 5.  | Chipset                 | Intel® C612   |
| 6.  | Optical Drive           | Slimline DVD+/-RW Drive   |
| 7.  | RAM                     | 16GB (4x4GB) 2400MHz DDR4 RDIMM ECC, expendable up to 256 GB  |
| 8.  | Hard Disk               | 2.5" 256GB SATA Class 30 Solid State Drive and<br><br>3.5 inch 2TB SATA 7.2k RPM HDD  |
| 9.  | Storage controller      | Integrated SATA controller with minimum 4 x 6 Gbps ports  |
| 10. | Slots                   | (2) PCIe x16 Gen 3; (1) PCIe x16 Gen 3 (wired x8) half length; (1) PCIe x4 Gen 2; (1) PCIe x1 Gen 2; (1) PCI 32                   |
| 11. | Graphic card            | Nvidia NVS 310, 1GB, 2 DP (1 DP to SLDVI adapter)   |
| 12. | Power                   | Minimum 80%, Maximum power, 685 watt, Management unit 685W  |
| 13. | Network interface       | Integrated: Intel® i217 Gigabit Ethernet LAN 10/100/1000  |
| 14. | Bays                    | (1) external slimline optical bay; (2) internal 3.5" bays (support total of (2) 3.5" or 2.5" drives); (1) external 5.25" bay      |
| 15. | Ports                   | Minimum ports: 4 USB 3.0; ,6 USB 2.0 DisplayPort ; 2 PS/2; 1 RJ-45; 1 audio line-in; 1 audio line-out,; 1 headphone; 1 microphone |
| 16. | Keyboard                | Multimedia Keyboard KB216 Black (US International - QWERTY)   |
| 17. | Mouse                   | Optical Mouse MS116 Black   |
| 18. | Audio                   | Integrated Realtek ALC3861 High Definition Audio Codec (2 Channel).   |
| 19. | Operating system        | Windows 10 Pro for Workstations (4 Cores Plus) English (64bit)  |
| 20. | Warranty                | Onsite three years comprehensive  |

Financial bid to be filled by bidder for ‘Worstation’

| <b>Name of Item</b>           | <b>Make/Model</b> | <b>Unit Required</b> | <b>Rate per unit</b>          | <b>Total Price</b> |
|-------------------------------|-------------------|----------------------|-------------------------------|--------------------|
| <b>Computational Facility</b> |                   |                      |                               |                    |
| For Annexure A-1              |                   | <b>01</b>            |                               |                    |
|                               |                   |                      |                               |                    |
|                               |                   |                      |                               |                    |
|                               |                   |                      | <b>Add- Any other charges</b> |                    |
|                               |                   |                      | <b>Tax if any</b>             |                    |
|                               |                   |                      | <b>Grand Total</b>            |                    |

**CENTRAL UNIVERSITY OF RAJASTHAN**

**(6) TENDER FORM**

**(Techno Commercial UN priced Bid)**

Tender No.....

To

The \_\_\_\_\_

\_\_\_\_\_

Dear Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 180 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.
2. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
3. A crossed Bank Draft in favour of the Registrar, Central University of Rajasthan for Rs. .... (Rupees.....only) as Earnest Money is enclosed. The Draft is drawn on .....Bank payable at Bandarsindri/Madanganj/Kishangarh.
4. The following have been added to form part of this tender.
  - a) Details of items quoted for, as per instructions provided in the schedule of requirement.
  - b) Schedule of requirements, quoting the make only duly signed and stamped (without indicating price)
  - c) Copy of PAN.
  - d) Copy of last audited balance sheet.
  - e) Copy of Valid Central/State sales tax registration certificate.
  - f) Proof of manufacturing Unit.
  - g) Statement of deviations from financial terms & conditions, if any.
  - h) Manufacturer's Authorization Certificate on their letter pad.
  - i) Technical Specifications Compliance statement along with original Boucher / literature.

j) Any other enclosure. (Please give details)

5. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.

6. Certified that the bidder is:

a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

**OR**

b) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

**OR**

c) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

7. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

Yours faithfully,

(Signature of bidder)

Dated this day of \_\_\_\_\_

Address...

.....

.....

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company seal

**Central University of Rajasthan**

**(7) Tender Form  
(Priced Bid)**

To

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: Tender No ..... Dated-----

Sir,

Having examined the bidding documents and having submitted the techno commercial unpriced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Goods/Services at the prices and rates mentioned in the enclosed schedule of price.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges net F.O.R University. We enclose herewith the complete Financial Bid as required by you. This includes:

- i. Price Schedule as per schedule of requirement.
- ii. Statement of deviations from financial terms and conditions.

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/  
constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_  
 Details of enclosures

**Signature of Bidder**  
**Full Address:**  
**Fax No.**  
**E-mail:**  
**COMPANY SEAL**

**Price Schedule “A”**

**E.M.D.** \_\_\_\_\_

**D.D. Details** \_\_\_\_\_

**Bank Name** \_\_\_\_\_

**Date** \_\_\_\_\_

| Item No. | Item Name                     | Basic Price | Taxes and duties (if any) with rate & details | Delivery charges Other charges (if any) | Total Price F.O.R.at Central University of Rajasthan. All inclusive |
|----------|-------------------------------|-------------|---|---|---|
| 1        | <b>Computational Facility</b> |             |   |   |   |
| 2        |                               |             |   |   |   |
| 3        |                               |             |   |   |   |

**Total No. of Item(s) quoted** \_\_\_\_\_

**Seal and Signature of the bidder**

| <b>S. No.</b> | <b>Item Name</b> | <b>Rate of AMC</b> | <b>Rate of AMC</b> |
|---------------|------------------|--------------------|--------------------|
|               |                  |                    |                    |

**Seal and Signature of the bidder**



## (8) FORMAT OF PERFORMANCE BANK GUARANTEE

This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, authorized by RBI to issue a Bank Guarantee.

This bank guarantee should be furnished on stamp paper of Rs. 100/-

The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.

In the case of foreign bidder the B.G may be furnished by an international reputed bank acceptable to the PURCHASER countersigned by any Nationalized / Scheduled Bank in India authorized by Reserve Bank of India.

WHEREASM/s .....having its registered office at ..... hereinafter called the Distributor in India for .....herein after called "The supplier" for the supply of ....., in consideration of the Central University of Rajasthan, Department of ....., School of .....Central University of Rajasthan, , Kishangarh (hereinafter called "CURAJ") P.O. No. CURAJ / ..... Dt. placed an order for the due fulfillment by the said supplier of the terms and conditions in the purchase order, on production of a Bank Guarantee for Rs..... (Rupees ..... only). We ..... Bank, ..... (Rein after referred to as "the Bank") at the request of supplier do hereby undertake to pay to the CURAJ an amount on exceeding to Rs..... (Rupees..... only).

2. We .....Bank do hereby undertake to pay CURAJ, the amounts due and payable under this guarantee without any demur, merely on a demand from CURAJ stating that the amount claimed is required to meet the recoveries due or likely to be due from the said supplier. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding to Rs.....(Rupees ..... only)

3. We undertake to pay to the CURAJ any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid and discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.

4. We the .....Bank further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the CURAJ under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the CURAJ certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said ..... and accordingly discharges this guarantee.

5. We, the ..... Bank further agreed that the CURAJ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Purchase Order or to extend the time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the

CURAJ against the said supplier and to forbear or enforce any of the Terms and Conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier or for any forbearance act or omission on the part of the CURAJ or any indulgence by the CURAJ to the said supplier or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to change in the constitution of the bank or the supplier.
7. We, the ..... Bank lastly undertakes not to revoke this guarantee except with the previous consent of the CURAJ in writing.
8. This guarantee shall be valid upto ..... unless extended on demand by CURAJ. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs...../- (Rupees ..... only).

Notwithstanding anything contained herein

1. Our liability under this bank guarantee shall not exceed Rs...../-(Rupees ..... only)
2. Bank guarantee shall be valid upto .....
3. We are liable to pay the guaranteed amount or part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before .....

Dated:

Signature & Seal of the Bank

Note: The above format contains specific clauses and expressions. These clauses and expressions can vary depending upon the nature / type of agreement and situation. Basic aspect to be kept in mind is that interest of CURAJ is fully protected.

**(9) FORMAT FOR MANUFACTURER'S AUTHORIZATION LETTER TO AGENT  
(On letter head)**

Ref. No. Date:

To

The Registrar,  
Central University of Rajasthan,  
Bandarsindri, Distt. Ajmer,  
Rajasthan - 305817

**Sub. :** Tender for supply and installation of laboratory  
instruments/equipments.

Dear Sir,

We, \_\_\_\_\_, who are established and reputed manufacturers of  
\_\_\_\_\_, having factory at \_\_\_\_\_, hereby authorize  
M/s. \_\_\_\_\_

\_\_\_\_\_ (name & address of Indian distributor / agent) to bid, negotiate and conclude  
the order with you for the goods manufactured by us.

We shall remain responsible for the tender/ Agreement negotiated by M/s  
\_\_\_\_\_, jointly and severally.

An agency commission of \_\_\_\_\_ % included in the FOB price is payable to M/s  
\_\_\_\_\_. We hereby extend our full guarantee  
and warranty as per the terms and conditions of tender for the goods offered for supply against  
this invitation for bid by the above supplier.

1. \_\_\_\_\_

2. \_\_\_\_\_

(specify in detail manufacturer's responsibilities)

The services to be rendered by M/s. \_\_\_\_\_ are as under:

1) \_\_\_\_\_

2) \_\_\_\_\_

(Specify the services to be rendered by the distributor / agent)

In case duties of the Indian agent/distributor are changed or agent/ distributor is changed it shall  
be obligatory on us to automatically transfer all the duties and obligations to the new Indian  
Agent failing which we will ipso-facto become liable for all acts of commission or omission on  
the part of new Indian Agent/ distributor.

Yours faithfully,

[Name & Signature] for and on behalf of M/s. \_\_\_\_\_ [Name of manufacturer]

**(10) DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.50/- non judicial Stamp paper by the bidder)

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. \_\_\_\_\_ hereby declare that the Firm / company namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by the Central University of Rajasthan, and EMD / SD shall be forfeited.

In addition to the above, Central University of Rajasthan, will not be responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)

## (11) CERTIFICATE OF GUARANTEE/WARRANTY

I/We certify that the guarantee/warranty shall be for a period of 36months (as applicable) starting from the date of satisfactory installation, commissioning and handing over of the equipment and of the works conducted therewith covered under the Supply order in working order. During the guarantee/warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee / warranty shall begin only from the date of satisfactory and faultless functioning of the equipment for 60 days at University premises. The benefit of change in dates of the guarantee / warranty period shall be in the interest of the user/your organization.

During the warranty period, we shall provide at least 4 preventive maintenance visits per year.

Up time Guarantee: During the guarantee/warranty period, we will be responsible to maintain the equipment in good working conditions for a period 347 days (i.e. 95% uptime) in a block of 365 days.

- All complaints will be attended by us within 2 working days of receipt of the complaint in our office.
- In case there is delay of more than 2 days in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime. The above said response time of 2 days for attending to a complaint by us will not be counted in the downtime.
- Penalty: We shall pay a penalty equivalent to 0.50% of the FOB value of the equipment for every week or part thereof delay in rectifying the defect.

**Note:** The right to accept the reason(s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of University.

We certify that the equipment being/quoted is the latest model and that spares for the equipment will be available for a period of at least 5 years and we also guarantee that we will keep the organization informed of any update of the equipment over a period of 5years.

We guarantee that in case we fail to carry out the maintenance within the stipulated period, University reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest in accordance with the circumstances.

We shall try to repair the equipment at University premises itself. However, the equipment will be taken to our site on our own expenses in case it is not possible to repair the same at University

premises. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the University after repair. Any loss of equipment or its accessories under its charge on account of theft, fire or any other reasons shall be at our sole risk and responsibility which will be compensated to University for such losses.

We undertake to perform calibration after every major repair/breakdown/taking the equipment for repair out of University premises.

In case of extended guarantee/warranty, we undertake to carry out annual calibration of the equipment.

We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Signature of Bidder

**(12) Technical specifications compliance Sheet**

1. The technical compliance bid must be in this sheet only, otherwise it should be assumed that bidder is not able to offer technically desired product. Information provided elsewhere or in different form will not be considered.
2. All the columns of this sheet should be filled in compulsorily by the bidder, merely asking the office to refer catalogue or brochure will not be entertained.
3. The bidder shall assume full responsibility of the information provided in this sheet. Any false statement should render the breach of basic foundation of the tender.

**Name of Equipment / Instrument:**

**Annexure:**

**Compliance Check list/ Table**

| <b>S.No.</b> | <b>Technical specification</b>   | <b>Features available in equipment write (yes/No)</b> | <b>Any deviation from specification</b> | <b>Corresponding page no. and S.No./ para no. of data sheet catalogue/ brochure in support of specification</b> |
|--------------|--|---|---|---|
| 1            | Technical Specification as per Annexure provided<br><br>1.<br><br>2.<br><br>3.<br><br>4.<br><br>5.<br><br>6. |   |   |   |

**(13) Check list for Terms and Conditions:**

**To be filled by the bidder and submitted along with the Technical Bid.**

| S. No. | Terms & Conditions as per Bidding Document  | Attached (Yes/No) | Page No. | Remarks |
|--------|---|-------------------|----------|---------|
| 1      | Is tender fees attached?  |                   |          |         |
| 2      | Is EMD attached?  |                   |          |         |
| 3      | <b>Status of Bidder:</b> <ul style="list-style-type: none"><li>• Manufacturer or Authorized Agent of the Manufacturer</li><li>• Whether Public Undertaking, Public Ltd., Private Ltd. Company or Proprietary Firm.</li></ul> Whether registered under SSI |                   |          |         |
| 4      | Undertaking from OEM regarding technical support & extended warranty period.  |                   |          |         |
| 5      | Statements of turnover per year for last three successive years duly certified by the Chartered Accountants.  |                   |          |         |
| 6      | <b>User List</b> where quoted model of the items has been supplied and installed.   |                   |          |         |
| 7      | <b>Supply</b> order copy (Minimum two nos. or more) issued by Govt./Semi Govt./Reputed organization for the quoted items. (Preferably same model).  |                   |          |         |
| 8      | <b>Performance certificate</b> of the same supplied machine (of quoted make and Model) issued by <b>Head of the deptt. or Institution</b> after a minimum period of six months of installation.   |                   |          |         |
| 9      | Whether rates quoted are inclusive of all taxes or not.   |                   |          |         |
| 10     | Affidavit to the effect that the bidder is not blacklisted by any Govt. agency or have no pending case either Civil or Criminal against them.   |                   |          |         |
| 11     | Affidavit, to the effect that the bidder is not supplying the quoted item(s) to any other Govt. / Pvt. Organizations / Institutions at the rate lower than the rate quoted against this tender.   |                   |          |         |
| 12     | <b>Original Technical Catalogue</b> of the quoted model.  |                   |          |         |
| 13     | <b>Compliance Statement</b> with relation to the technical specification as mentioned in the bidding document duly supported by the original catalogue.   |                   |          |         |
| 14     | Acceptance of all terms / conditions towards <b>after sales / services</b> as mentioned in the bidding document.  |                   |          |         |

**End of Tender Document**