

**RAJIV GANDHI UNIVERSITY
RONO HILLS: DOIMUKH**

No. : ST-202/Phy/2011

Dated the 11th January, 2018

NOTICE INVITING QUOTATION

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites sealed quotations for supply of equipments as per Annexure-I.

MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATING BIDDERS:

- (1). Bidder should quote with tender specific authorization letter from respective manufacturer. This authorization letter should be valid till the warranty period exists.
- (2) Documents like GST registration, company registration, trade license copy may be submitted.
- (3) Bid Security/Earnest Money 5% (five) of total cost of the equipment(s) should be submitted along with the quotation in the shape of Demand Draft favoring Registrar, Rajiv Gandhi University, payable at SBI Itanagar/ Naharlagun or Vijaya Bank Itanagar/ Naharlagun.
- (4) Quoting the Core price & Tax, Discount etc separately. All rates quoted should be F.O:R destination (Rajiv Gandhi University, Doimukh) with breakup. Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc. Extra" without mentioning the specific amount should not be accepted. The taxes / discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances these components shall be added to the basic price and shown as single price. All the components of taxes, if applicable, should be shown explicitly and separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
- (5) The quoted rates must be valid for 90 days from the last date of submission of quotation.
- (6) The equipment and its components under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University, (A signed Bidder's Warranty has to be submitted along with the Bid Document) If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
- (7) All the quotations must be supported by the printed technical leaflet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/ literature. For easy reference the model and specification quoted should invariably be highlighted in the leaflet/ literature.
- (8) The bidder should clearly state the after sales service centre and detail address in India, without which their quotations shall be liable for rejection.
- (9) Dealers or agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
- (10) The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

- (11) The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
- (12) No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.
- (13) Maximum within 15 (fifteen) days from the date of issue of purchase order. All aspects of safe delivery shall be the exclusive responsibility of the vendor. For sophisticated equipments the package will be opened only in the presence of University representative and vendor's representative. The intact condition of package and the seal/ indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
- (14) Part delivery is not allowed,
- (15) All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. 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 the University.
- (16) Up-to-date Tax clearance certificate. GST registration certificate indicating also the TIN, PAN number of the firm must be clearly mentioned in the quotation. The bidder may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government. Concessional Form C & D is not applicable to this University.
- (17) Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.
- (18) Tender is not transferable.
- (19) Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In the event of delayed delivery, installation and commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage on the value of the undelivered equipment subject to a maximum of 10% as detailed below.
 - @ 2% up to one week
 - @ 3 % up to two weeks
 - @ 5% up to three weeks
 - @ 10% for four weeks and above subject to approval given by RGU Doimukh.
- (20) Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.
- (21) The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm
- (22) The prices quoted shall remain firm /valid until equipment/instruments are supplied.
- (23) In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

- (24) The University may terminate the contract/ supply order in whole / part and forfeit the EMD/ PBG incase the supplier/ vendor fails to meet the contractual obligations.
- (25) A self attested copy of valid certificate of PAN No.TAN No, Service Tax No. and trading license must be enclosed along with the tender.
- (26) Quotations received without Bid Security (EMD) amount by way of DD or Pay Order/Banker's Cheque in the favour of Registrar, Rajiv Gandhi University will not be considered at all.
- (27) No payment will be made for unsatisfactory supply.
- (28) Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
- (29) Any offer containing incorrect and incomplete information shall be liable for rejection. Rajiv Gandhi University, Doimukh, Itanagar reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.

Note :

- i. The sealed quotation envelope should be super scribed quotation reference no.
- ii. Last date and time of receipt of quotation : **05.02.2018 up to 16.00 hrs.**

Memo No. ST-202/Phy/2011/440

Copy to:

1. All authorized dealers/ suppliers.
- ✓ 2. The Jt. Director, Computer Centre for information and uploading the quotation in the University website.
3. Notice Boards.
4. Office copy.

Sd/- Registrar
Dated, the 12.....January, 2018


REGISTRAR

ANNEXURE – I

Sl. No.	Particulars	Qty.
1	Electrochemical Analyzer (Impedance/I V Characterization Unit)	01 no.
2	Double Beam U V Visible Spectroscope	01 no.

