



**Postgraduate Department of Chemistry**  
*University of Kashmir, Hazratbal, Srinagar- 190 006*

**NOTICE INVITING E-TENDER**

For and on behalf of Competent Authority of the University of Kashmir, e-tenders in two bid systems are invited from reputed manufacturers/authorized dealers for supply, installation and testing of different types of equipments as mentioned in the tender notice under the terms and conditions of the said notice. The bid/tender document consisting of qualifying information, eligibility criteria, specifications, bill of quantities (B.O.Q), terms & conditions and other details can be seen/downloaded from website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per the schedule given below:

S. No	Activity	Date
1.	Date of issuance of tender notice	26/02/2020
2.	Date of downloading the bid documents	26/02/2020 (3:30 PM)
3.	Bid Submission Start Date	26/02/2020 (3:30 PM)
4.	Seek Clarification Last Date	28/02/2020 (up-to 4 PM)
5.	Bid Submission Last Date	06/03/2020 (4:00 PM)
6.	Last date for submission of hard copies	08/03/2020 (4:00 PM)
7.	Date and Time of Opening of Technical bid	10/03/2020 (2:00 PM)
8.	Date and Time of Opening of Commercial bid	To be intimated after technical bid evaluation

Sd/- Head,

Department of Chemistry

University of Kashmir

**No: F-TENDER (UOK/DST-NANO-Chem/2020-RIII)**

**Dated: 26/02/2020**

**e-TENDER FOR SUPPLY OF EQUIPMENTS AT THE DEPARTMENT OF  
CHEMISTRY, UNIVERSITY OF KASHMIR**

**E-TENDER ENQUIRY NO: No: F-TENDER (UOK/DST-NANO-Chem/2020-  
RIII) Dated: 26<sup>th</sup> Feb 2020**

1. This bid aims for purchase of various scientific equipments for our department. Therefore, for and on behalf of University of Kashmir, Srinagar, Head, Department of Chemistry invites e-tenders through [www.jktenders.gov.in](http://www.jktenders.gov.in) from eligible providers for **“e-Tender for supply of the mentioned instruments”**. Bidders are requested to quote their best possible prices with special discount, as the set-up is a non-commercial public service educational initiative supported by University Grants Commission (UGC) and Ministry of Human Resource Development (MHRD), Government of India (GOI).

2. The address and contact numbers for sending bids or seeking clarifications regarding this e-TENDER are given below:

- a) Bids/queries to be addressed to: **Head, Department of Chemistry, University of Kashmir, Hazratbal, Srinagar-190006**
- b) Name/designation of the contact personnel: **Dr. Mohsin Ahmad Bhat, Principal Investigator.**
- c) Telephone numbers of the contact personnel: +91-9419033125
- d) E-mail ID's of contact personnel: [mohsin@kashmiruniversity.ac.in](mailto:mohsin@kashmiruniversity.ac.in)

**3. SCHEDULE OF VARIOUS ACTIVITIES:**

S. No	Activity	Date
1.	Date of issuance of tender notice	26/02/2020
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4. This TENDER is divided into five parts as follows:

Part I. Contains general information and instructions for the Bidders about the e-TENDER.

Part II. Contains essential details of the items/services required, such as the schedule of requirements (SOR), Technical specifications, delivery period, mode of delivery and consigned details.

Part III. Contains terms and conditions of the contract with the supplier.

Part IV. Contains special conditions applicable to this TENDER and which will also form part of the contract with the successful Bidder.

Part V. Contains evaluation criteria and format for Price

5. This TENDER is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyers reserve the right to withdraw the TENDER, should it become necessary at any stage.

6. Prospective bidder may download the tender paper from the website ([www.jktenders.gov.in](http://www.jktenders.gov.in)) and submit the bid in the institute in due time & date as mentioned in the tender document.

## Part I: General Information

- 1. Last Date and Time for Depositing the Bids: As Given in the Front Page of the Tender.** The bids (both technical and commercial) should be deposited/submitted by the due date and time. The responsibility to ensure this lies with the bidder.
- 2. Manner of Depositing the Bids:** The Technical Bid of the Tender should be submitted in a sealed cover super scribing the wordings **Technical Bid**. Department of Chemistry, University of Kashmir, Srinagar reserves the right to amend the Bid document, tentative schedule and critical dates. The bid document is available at department's office & can be downloaded from [www.jktenders.gov.in](http://www.jktenders.gov.in). The cost of the bid document is Rs. 1000/- to be paid by Cheque/DD in favour of Head, Department of Chemistry, and must be submitted along with the Technical Bid otherwise the bid will be rejected. Technical Bid in sealed cover should be superscripted with the words **“Technical Bid for Supply of a -----(particular instrument/s)” against NIT No.: F-TENDER(UOK/DST-NANO-Chem/2020-RIII) Dated: 26/02/2020”**. Commercial bid should be filled as per the BOQ on [www.jktenders.gov.in](http://www.jktenders.gov.in). The prices should be quoted exclusive of taxes and all applicable taxes must be mentioned separately. In case, taxes are not mentioned in commercial bid, prices shall be considered inclusive of taxes. Prices are to remain valid for 90 days from the date of opening of Commercial Bid. **No hard copy of commercial bids need to be submitted.**
- 3. Time and Date for opening of Bids: As given in the front page of the tender.** If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer through e-mail).
- 4. Place of opening of the bids: Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar.** The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders after the commercial bid is opened. This event will not be postponed due to non- presence of your representative.
- 5. Two-Bid System:** Technical Bid would be opened and the tenders found eligible will go for opening of Commercial Bid on the same day or the day as decided by the competent authority and commercial bids of ineligible tenders will not be opened.
- 6. Clarification Regarding Contents of the TENDER:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought as per the date given in the front page of the tender. Clarification if any shall be notified on the website in the form of Corrigendum and no separate paper publication shall be made.
- 7. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 8. Validity of Bids:** The Bids should remain valid till **90** days from the date of opening of the commercial bid.
- 9. Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) amounting INR 8000/= along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, EMD is to remain valid for a period of 90 days. EMD of the unsuccessful bidders will be returned to them at the earliest. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity

period of their tender.

**For MSME and NSIC vendors, EMD is exempted as per the GFR153 guidelines**

**10. Cost of Tender:** Cost of Tender Document will be **Rs 1,000/-** (nonrefundable) in the form of a DD/ Banker Cheque (not personal Cheque) in favour of Head, Department of Chemistry, University of Kashmir, Payable at Srinagar and the same is to be submitted along with the Technical bid.

**11. Eligibility Criteria:** Firm/bidders blacklisted at any stage or by any State/Central Universities, NITs/IITs/IITs, Central/State Government body/PSUs etc. need not to apply.

a) The bidder should be an Indian registered company engaged in respective area of works. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.

b) **Minimum AVERAGE ANNUAL TURNOVER of Rs. 10 lakhs** in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2016-17, 2017-18, 2018-19).

c) The bidder should have experience of similar work with reputed organization. The nature of completed work should be supply & satisfactory completion of project in various Government Institutes/Reputed Firms/PSUs. [**NOTE:** The documentary proof of **Purchase orders** in respect of works mentioned in bid **must** be submitted along with the bid.]

d) Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. NO document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

e) The Bidder/Tenderer should provide the following mandatory information:

i) Bidder/Tenderer must provide the information on the similar works completed successfully. Bidder/Tenderer must submit satisfactory documentary proof from end- users.

ii) List of Organizations/Customers dealt by them.

iii) Last three year's copies of Income Tax Return Form and PAN number.

iv) Copy of Registration of Firm.

f) Tenders/bids not meeting any of the above Eligibility Criteria shall be rejected.

**12. Performance Guarantee:** Successful Bidders must have to submit the performance security @ 5% of the purchase order value or Contract value in the form of Fixed Deposit, Bank guarantee from a schedule commercial bank and will be retained up to the warranty period.

## **Part II: Essential Details of Items/Services required**

**1. Schedule of Requirements:** List of items / services required is as mentioned in Annexure- B.

**2. Technical Details/Scope of work:** Technical Specification of required items is as mentioned in Annexure-B

**Note:** All equipment/ tools/ accessories/ safety gears in concern will be provided by the firm.

**3. Delivery Period:** Delivery period for supply and completion of works would be **60 DAYS** from the effective date of placing Work/Purchase Order. Please note that Purchase order can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

**4. Terms for Delivery and Transportation:** The definition of delivery period for the TENDER will be **on receipt of Purchase Order**

**5. Consignee Details.** Head, Department of Chemistry, University of Kashmir, Hazratbal, Srinagar – 190006.

## PART III – Standard Conditions of Tender Enquiry

1. The Firm is required to give confirmation of their acceptance of the Standard Conditions of the contracts which will automatically be considered as part of the Contract concluded with the successful Firm (i.e. Seller in the Contract) as selected by the Client. Failure to do so may result in rejection of the submitted Bid. The standard conditions of the contract may be pursued in the office of tenderer prior to submission of quotation.

**2. Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The Contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

**3. Arbitration.** All disputes or differences arising out of or in connection with the tender shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Supply/Installation/performance, which cannot be settled amicably, may be resolved through arbitration. In case of arbitration with the firm and this unit on any issue the final decision would be of The Head, Department of Chemistry, UNIVERSITY OF KASHMIR. The arbitration will be governed by following:-

- All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions.
- Any dispute, disagreement or question arising out of or relating to this contract or relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.
- Within sixty (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.
- The sole Arbitrator shall have its seat in Srinagar or such other place in India as may be mutually agreed to between the parties.
- The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.
- Each party shall have to bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
- **(Note:** In the event of the parties deciding to refer the dispute/s for adjudication to an Arbitral Tribunal then one arbitrator each will be appointed by each party and the case will be referred to the Indian Council of Arbitration (ICADR) for nomination of the third arbitrator. The fees of the arbitrator appointed by the parties shall be borne by each party and the fees of the third arbitrator, if appointed, shall be equally shared by the buyer and seller).
- The delivery of material is delayed due to causes of Force Majeure by more than (02 months) provided Force Majeure clause is included in contract.
- The customer has noticed that the FIRM has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- As per decision of the Arbitration Tribunal.

**4. Penalty for use of Undue Influence.** The Firm undertakes by bidding for the Tender Enquiry, that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Firm or any one employed by him or acting on his behalf (whether with or without the knowledge of the Firm) or the commission of any offers by the Firm or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Client to cancel the contract and all or any other contracts with the Firm and recover from the Firm the amount of any loss arising from such cancellation. A decision of the Client or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Firm. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Firm towards any officer/employee of the Client or to any other person in a position to influence any officer/employee of the Client for showing any favour in relation to this or any other contract, shall render the Firm to such liability/ penalty as the Client may deem proper, including but not OPEN to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Client.

**5. Access to Books of Accounts** In case it is found to the satisfaction of the Department of Chemistry, UNIVERSITY OF KASHMIR that the seller has engaged an agent or paid commission or influenced any person to obtain the contract as described in clauses relating to agents/agency commission and penalty for use of undue influence, the Seller, on a specific request of the Department of Chemistry, UNIVERSITY OF KASHMIR, shall provide necessary information/ inspection of the relevant financial documents/information.

**6. Liquidated Damages.** In the event of the Firm's failure to provide services and maintain the agreed uptime etc. as specified in this contract, the Client may, at his discretion, withhold any payment until the completion of the contract. The Client may also deduct from the Firm as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of payable amount as per the scheduled terms of payment.

**7. Non-disclosure of Contract Documents.** Except with the written consent of one party, the other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

**8. Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or email or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

**9. Premature Termination of Contract.** A contract may be terminated in the following circumstances:

- When the FIRM fails to honor any part of the contract including failure to deliver the contracted stores/render services intime.
- When the FIRM is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair trade practices.
- When both parties mutually agree to terminate the contract.
- When the item offered by the FIRM repeatedly fails in the inspection and/or the supplier is not in a position to either rectify the defects or offer items conforming to the contracted quality standards.
- Any special circumstances, which must be recorded to justify the cancellation or termination of a contract.

- The delivery of the material is delayed for causes not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.
- The Firm is declared bankrupt or becomes insolvent.

**10. Transfer and Sub-letting.** The seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof without prior consent in written form from Department of Chemistry, UNIVERSITY OF KASHMIR).

- The FIRM may subcontract any part of Scope of Work on mutual agreement with the CUSTOMER. The FIRM can under no circumstance sub- contract the complete Scope of Work to a ThirdParty.
- The FIRM would be entirely responsible for quality / standard and timely execution of the sub-contracted work. The FIRM is to draw up a suitable Quality Assurance (QA) Plan with the Sub- FIRM and a copy of the same along with Record of Inspection in accordance with such QA Plan shall be submitted to theCUSTOMER.
- The supervision of work for the sub-contracted jobs is to be done by the FIRM. The FIRM is not permitted to seek any extension of Completion Date citing delay on the part of Sub-FIRMS or rework arising out of Sub-Contractedwork.

**11. Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Department of Chemistry, UNIVERSITY OF KASHMIR against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

**12. Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the presentContract.

**13. Taxes and Duties.** All the rates quoted should be inclusive of all taxes including the GST.

**14. Transportation and Material Handling.** The FIRM (supplier) will arrange necessary transport and labour at own cost for loading and unloading the items.

#### **PART IV – Special Conditions**

**1. Option Clause.** This contract has an Option Clause, wherein the Client can exercise an option to procure an additional quantity of items in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. It will be entirely the discretion of the Client to exercise this option or not.

**2. Repeat Order Clause.** This contract has a Repeat Order Clause, where in the Client can order as desired quantity of the items/services under the present contract within six months from the date of successful completion of this contract, cost, terms & conditions remaining the same. It will be entirely the discretion of Client to place the Repeat order or not.

**3. Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of Tender Enquiry till placement of the supply/work order, Client reserves the right to increase or decrease the quantity of the required goods/services without any change in the terms & conditions and prices quoted by the Firm. While awarding the contract, the quantity/services ordered has been increased or decreased by the Client within this tolerance limit.



**4. Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT/RTGS mechanism instead of Payment through cheques. No Advance payment will be made. Payments can be made either through establishing L/C with the original manufacturer or 100% payment will be made after the supply and successful installation and demonstration of the instruments.

**5. Paying Authority.** The payment of bills will be made by the Department of Chemistry, UNIVERSITY OF KASHMIR within 60 days of submission of the following documents by the SELLER to the Paying Authority:

- (a) 02 ink-signed copies of Commercial invoice/SELLER's bill.
- (b) A work completion certificate post Supply/Installation/User Satisfaction certificate from Principal Investigator at Department of Chemistry, University of Kashmir.
- (c) Photocopy of Performance Bankguarantee.
- (d) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).

**6. Risk & Expense Clause.** Should the services or any installment there of not be delivered with the time or time specified in the contract documents, or if unsatisfactory delivery are made in respect of the services or any installment thereof, the BUYER shall after granting the SELLER 60 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

**7. Force Majeure Clause.** Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as flood, fire, earth quake and other acts of God as well as other circumstances beyond the parties control that have arisen after the conclusion of the present Contract.

a) In such circumstances, the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time action of these circumstances and their consequences.

b) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (ten) days from the moment of their beginning.

c) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

d) If the impossibility of complete or partial performance of an obligation lasts for more than 06 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

**8. Quality Assurance.** Assurance of quality is the responsibility of the firm and firms are to indicate exclusively and submit proofs of quality assurance norms being followed.

**9. Inspection.** The inspection of delivered items would be carried out by the representative/s of the DEPARTMENT OF CHEMISTRY, UNIVERSITY OF KASHMIR.

**10. Period of Contract.** The contract shall be valid for a period of **12 months**, from the date of issue of Purchase Order.

**11. Extension Clause.** The contract agreement may be extended further for a period mutually agreed between the buyer & seller, without any changes in rates quoted, and, on same terms and conditions mentioned in the extant tender document. However, charges in taxes/Government levies incorporated from time to time would be catered in concluding extension in contract. Any such extension would be processed only after submission of a certificate by the seller mentioning –No downward trend in price and with the approval of the competent financial authority.

## Part V – Other/Miscellaneous Information

### 1. The Broad Guidelines for Evaluation of Bids.

- Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender Enquiry.
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- Prices quoted by the FIRM should be precise and unambiguous. Rate per unit is to be quoted individually as per format for submission of “Q” bid at **Annexure “D”**. Clarifications, if any, may be obtained from this office prior to submission of tender.
- FIRM can quote for some or all categories mentioned in the “Q” bid submission format.
- Evaluation of the bid shall be carried out basing on the cost of the financial bid.

**2. Price/Commercial Bid Format:** The rates for Items/services & spares are to be quoted as per **Enclosure to “Q” bid Format**. CUSTOMERS are required to forward 'Q' bid (**Annexure D**) electronically.

**3. Technical Bid Format:** The Technical Bid is to be submitted as per format attached with this tender document appended at Appendix-E

### 4. CHECKLIST (ON THE LETTER HEAD OF THE BIDDER)

The Bid must include a check list in the following format. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl.No	Documents	YES/No	Proof of Document Attached
1.	Cover letter by bidder (On the Letter Head of the Bidder)		As per the format given in Annexure A
2.	Check List		As given in the tender document
3.	Tender Fee.		As given in tender document
4.	Earnest Money Deposit (EMD), if required.		As given in tender document
5.	Registration Certificate of the Bidder		Copy of Registration Certificate
6.	Documents in proof of Minimum Average Annual Turnover as per tender Documents		(Balance Sheet/CA Certificate,
7.	Documents in proof of Similar work experience		(Copy of Purchase Order, etc.)
8.	Affidavit to the effect that the bidder is not Black Listed by any State/Central Universities NIT/IIT/IIIT		Furnish details as per Annexure-C

9.	Documents in proof of Availability of Technical and Financial strength to undertake the work		Dealership/Distributor/OEM Certificate, Any valid document in proof of financial strength
10.	Latest Income Tax Return (Last Three Years)		Copies of Income Tax Returns filed for last three years
11.	List of Organization/Customer Dealt.		Furnish details as per Annexure-F
12.	Compliance Sheet		Furnish details as per Annexure-G
13.	Other Documents		As given in the tender

**5. Cover letter by bidder (On the Letter Head of the Bidder).**

To  
**THE HEAD,**  
 Department of Chemistry,  
 UNIVERSITY OF  
 KASHMIR, Srinagar.

**BID PROPOSAL SHEET**  
**(ON THE LETTER HEAD OF THE BIDDER)**

**Subject: Supply of equipment/s to the Department of Chemistry,  
 UNIVERSITY OF KASHMIR, Srinagar.**

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications as specified in this document in respect of **Supply of \_\_\_\_\_ equipment/s to the Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar** do hereby propose to supply the required products and services.

<b>Tender No.</b>				
<b>Tender Fees Submitted</b>		YES/NO (Please strike off whatever is noapplicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
<b>EMD submitted</b>		YES/NO (Please strike off whatever is noapplicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

**ADDITIONAL PURCHASE/WORK ORDER:** We understand that the Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar, in case of the requirements may also place repeat purchase order/work order. In such cases, we shall accept and execute all the purchase/work order placed on us by the Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar.

**BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase/decrease at the time of Award of Purchase Order as per the requirements of the Department of Chemistry, UNIVERSITY OF KASHMIR.

**QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

**CONTRACT PERFORMANCE SECURITY:**

We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount of 5% of the total order value.

**PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

## **CERTIFICATE AND DECLARATION:**

- a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition/modification/alteration is noticed in the Original Document. I/We will abide by the terms and conditions contained in the original tender document, failing which Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar reserves the right to reject the tender and/or cancel the contract.
- b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged/tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that the Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c) In case it is established that any information provided by us is false/misleading or in the circumstances where it is found that we have made any wrong claims, the Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar is authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d) I/We assure the Institute that neither I/We, nor any of my/our workers, will do any act which is improper/illegal during the execution, in case the tender is awarded to us.
- e) I/We assure the Institute that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Our Firm/Company/Agency has not been blacklisted or banned by any Govt. Department, University, Autonomous Institute or any other Govt. organization.
- g) I/We certify that, I have understood all the terms & conditions, as indicated in the tender document, and hereby accept all the same completely.
- h) I/We, further certify that I/We, possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- i) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract.
- j) I/We certify that the submitted quotation duly paginated and contains from page no. 1 to.....

Date, Signature and Seal of the Manufacturer/Bidder

## ANNEXURE "B"

## Technical Specifications of Required Items

S.No	Instrument	Description	Qty
1.	<b>Polishing Wheel for Ultramicroelectrode (UME) Fabrication</b>	<p>A good quality electric powered polishing machine along with required accessories for the polishing and smoothening of ultramicroelectrodes (UMEs). All the items in the quote must be accompanied by manufacturer's part number/model number.</p> <p><b>Technical Specifications: General</b> The proposed equipment should include an electric powered stable, easy to operate machine for polishing of UMEs, with control over rotation speed and option for rinse with and drain out of water.</p> <p><b>Specification of polishing unit:</b></p> <p>Power: 250 V AC, 50 HZ. Motor Power: 300 W or more Platen Diameter: 8 inch or more Platen Speed: Controllable, 50-500 rpm or more.</p> <p><b>Accessories:</b> Silicon carbide polishing papers: 100 each; PSA backed (7-8 cm diameter) P280, P1200, P2500, P4000. Micropolish: 1, 0.3 and 0.05 micron. PSA backed Microcloth (7-8 cm diameter): 50 numbers. PSA backed PC Discs: (7-8 cm diameter): 9, 3, 1, 0.3 micron, (100 each). Platen Kit: 02 numbers (optional) Replacement Bowl Liners: 05</p> <p><b>Warranty:</b> One year or more.</p> <p><b>Bid Evaluation Criterion:</b></p> <ol style="list-style-type: none"> <li>1. Reputed original equipment manufacturers (OEM) and their authorized dealers/representatives are eligible to bid. Representative/dealer should provide valid authorization certificate from OEM.</li> <li>2. Factory Test Certificate: The supplier shall provide factory test certificates for the working of the setup.</li> <li>3. The specifications of items quoted should be verifiable through their catalogue. Further, bidder should have supplied such setups to top Indian Institutes like IITs, NITs and CSIR Labs. A list of such installations, their contact details shall be submitted in the bid. The purchaser reserves the right to communicate with them for obtaining information on table's performance supplied/ installed by the bidder. The negative feedback received on the supplied table quality, technical specifications and performance may become a basis for rejection of the offer.</li> </ol>	1

**AFFIDAVIT REGARDING BLACKLISTING/ NON-  
BLACKLISTING FROM TAKING PART**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive  
Magistrate by the bidder)**

I/We Proprietor/Partner(s)/Director(s) of M/S.----- hereby declare that the firm/company namely M/S.-----  
----- has not been blacklisted or debarred in the past by Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar or any other Government organization from taking part in Government tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/S. -----hereby declare that the firm/company namely M/S.-----  
-----was blacklisted or debarred by Department Of Chemistry, UNIVERSITY OF KASHMIR, Srinagar, or any other Government Department from taking part in Government tenders for a period of ----- years w. e. f.-----.

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 Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar, and EMD/SD shall be forfeited. In addition to the above Department of Chemistry, UNIVERSITY OF KASHMIR, Srinagar, will not be responsible to pay the bills for any completed/ partially completed work.

**Signature.....**

**Name.....**

**Capacity in which assigned: .....**

**Name & address of the firm: .....**

**Date:**

**Signature of Bidder with seal.**

**Annexure “D”****“Q” BID FORMAT**

This Document is available online in as Excel File. The “Q” Bid has to be submitted electronically in the format given on the Website (BOQ). Technical Quotes should in no case include Rates or hard copies of BOQ. Any bids accompanying BOQ in hard copy format shall berejected.

**Annexure “E”****Technical BID FORMAT**

<b>Sl. No</b>	<b>Documents</b>
1.	Cover letter by bidder (On the Letter Head of the Bidder).
2.	Check List on the letter head of the institute.
3.	Tender Fee.
4.	Earnest Money Deposit (EMD), if required.
5.	Registration Certificate of the Bidder.
6.	Documents in proof of Minimum Average Annual Turnover as per tender Document (Balance Sheet/CA Certificate, etc.)
7.	Documents in proof of Similar work experience (Copy of Purchase Order, etc.)
8.	Affidavit to the effect that the bidder is not Black Listed by any State/Central Universities NIT/IIT/IIIT
9.	Documents in proof of Availability of Technical and Financial strength to undertake the work
10.	Latest Income Tax Return (Last Three Years)
11.	List of Organization/Customer Dealt.
12.	Compliance Sheet
13.	Other Documents (As Mentioned in the tender)



## List of Organization/Customer Dealt

Provide at least THREE references with compatible network size and complexity to which you have provided similar implementation and/or integration services. Please use this format for your response.	
ITEM	RESPONSE
<b>REFERENCE1</b>	
Company/Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone	
<b>REFERENCE2</b>	
Company/Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone	
<b>REFERENCE3</b>	
Company/Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone	

## Compliance Sheet

S.No	Instrument	Brand/ Make	Is the item to be supplied as per the specifications as mentioned Annexure B (Y or N)	Remarks if any
1.	Polishing Wheel for Ultramicro-electrode (UME) Fabrication			

Signature of Bidder with Seal