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**CENTRAL UNIVERSITY OF PUNJAB**  
Established vide Act No. 25 (2009) of Parliament

Tender No.: P-03(2024-2025)



**e-Tender Notice for Procurement of Lab Consumables (Make: Merck)**

(Two Bid System)

Release Date : **26/07/2024**

Last Date : **16/08/2024; 5:00PM**

V.P.O. Ghudda, District-Bathinda- 151401  
E-mail: [procurement@cup.edu.in](mailto:procurement@cup.edu.in)

## Central University of Punjab, Bathinda

Central University of Punjab (CUPB) invites e-tenders from indigenous Original Equipment Manufacturers (OEMs) /Authorized Dealers for supply of **Lab consumables (Make: Merck)**

<b>Tender Notice Number</b>	:	<b>P-03(2024-25)</b>
<b>Release Date of the Tender</b>	:	<b>26/07/2024</b>
<b>Last date for the submission of Tender</b>	:	<b>16/08/2024; 5:00 PM</b>
<b>Opening date of Tender</b>	:	<b>19/08/2024; 5:00 PM</b> (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
<b>Name and Address of the University</b>	:	Registrar, Central University of Punjab, V.P.O. Ghudda, District, Bathinda – 151401, Punjab, India.
<b>E-Mail Address</b>	:	<a href="mailto:procurement@cup.edu.in">procurement@cup.edu.in</a> , <a href="mailto:registrar@cup.ac.in">registrar@cup.ac.in</a>

S. No.	Name of the equipment	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	<b><u>Lab Consumables (Make: Merck)</u></b> <i>Details/Specification at Annexure- 'B'</i>	NIL	<b>Rs.5000/- Through Online Mode</b>

**Note:**

The bidders registered with NSIC/MSME are exempted from EMD against submission of valid NSIC/MSME registration certificate

- **EMD Exemption:** The bidder EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category, only manufacturers for goods and service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

## GUIDELINES FOR PREPARATION AND SUBMISSION OF TENDER

### 1. Procedure for preparation of tender:-

- a) Prepare the tender document in order of the checklist attached at Annexure-(i). The checklist should be on top of the technical bid. All other annexures must follow in the same order within each envelop as specified in checklist. If the tender is not as per format, the same may be rejected without any further communication.
  - b) The tender fee and EMD/Bid Security (if applicable and mentioned specifically) shall be deposited through NEFT/RTGS or other online transfer modes to designated bank account of the ‘Central University of Punjab, Bathinda’.
- |    |              |   |                                |
|----|--------------|---|--------------------------------|
| a) | Account Name | : | CUPB Nodal Officer E Tendering |
| b) | Name of Bank | : | Canara Bank                    |
| c) | Account No.  | : | 2089101018661                  |
| d) | IFSC Code    | : | CNRB0002089                    |

### 2. Procedure for Submission of tender: **Bids shall be submitted online only. University may request hard copy of supporting documents, if needed. University reserves the right to reject the bid if requested documents are not submitted.**

#### Online tender submission:

- a) Online bid should be submitted at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- b) **The bidding process is online i.e. EMD, Technical Bid and Financial bid (3 envelope system) must be submitted online.** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.

### 3. Who can Bid-

- a) Either the indigenous agent authorised on behalf of the Principal/OEM or Principal/OEM itself can bid.
- b) If an agent submits bid on behalf of a Principal/OEM along with the Authorization Certificate *with specifically mentioned validity of authorization* for this specific tender from the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item (s)/product (s). All bids other than those from the Principal/OEM should be supported by an authority letter from Principal/OEM authorizing the supplier to tender on their behalf. In case of Principal/OEM, a certificate or a self-certified copy thereof to the effect that the bidder is manufacturer of the equipment must be accompanied with the technical bid.

## GENERAL TERMS AND CONDITIONS

1. Technical compliance sheet for each instrument should be strictly as per tender format and signed & stamped on each page and not just cut /copy paste and should provide brochure mentioning item(s) with detailed information.
2. The tenders received without earnest money, or misleading information or tender not submitted as per guidelines will be out-rightly rejected.
3. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached along with other documents.
4. Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied with.
5. The tenders qualifying in technical evaluation will only be considered for financial evaluations. The price bid of others (who are not successful in technical evaluation) will not be considered. Financial bids of only technically acceptable offers shall be opened for further evaluation and ranking for the purpose of awarding the contract.
6. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/modifications in the Tender Enquiry Document.
7. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders at any time without assigning any reason.
8. **Delivery Schedule:** Supply within 6 weeks from the date of issuance of Purchase Order.
9. **Site Preparation:**The supplier shall inform CENTRAL UNIVERSITY OF PUNJAB, V.P.O. Ghudda, District Bathinda- 1 5 1 4 0 1 about the site preparation alongwith technical bid, if any, needed for the installation &must provide complete details regarding space and all infrastructural requirements needed for the equipment, which CENTRAL UNIVERSITY OF PUNJAB, V.P.O. Ghudda, District Bathinda will 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 CENTRAL UNIVERSITY OF PUNJAB, V.P.O. Ghudda, District Bathinda in the preparation of the site and other pre-installation requirements.
10. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
11. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Suppler prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

**FINANCIAL TERMS AND CONDITIONS**

1. **Prices:** Quoted prices of equipment should be in INR, firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.
2. MSE Purchase Preference as per “**Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012**” shall be applicable.
3. **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection.
4. **Payment:** 100% payment will be made through RTGS/cheque after receipt of material(s) in one lot in good condition, successful installation (if any) and acceptance of material/satisfactory report of the inspection committee/committee of experts.
5. **Penalty for non/late delivery of material:** If the supplier fails to deliver and install the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract, the same is liable to pay penalty charges @ 0.5% per week (or part thereof) of the cost of goods/ services, not exceeding maximum limit of 10% of the cost of complete unit of equipment/material so delayed to be installed.
8. **Installation:** Installation and Training for usage of the equipment under purchase will be of free of cost.
9. **Arbitration:**
  - a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.
  - b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.

c. The work under the contract shall, if reasonable possible continue/during the arbitration proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.

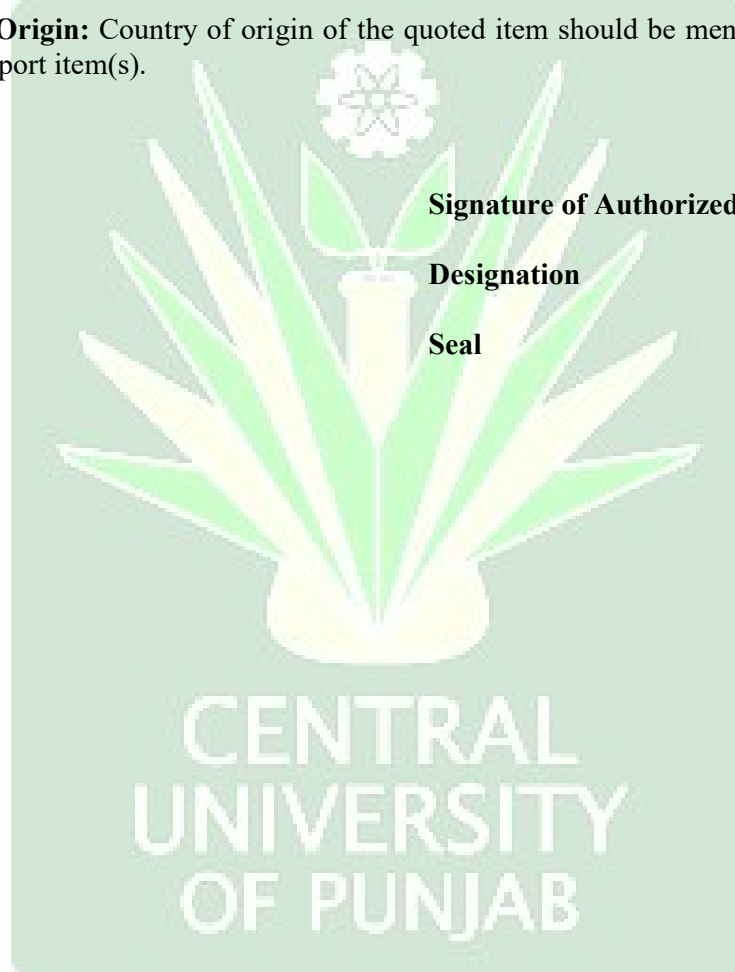
10. **Parts of Equipment:** Where the equipment is composed of several separately marketable subunits/components/assemblies, the rate should be quoted for each subunit/ component. The University reserves the right to increase or decrease the number of subunits/ components and number of equipment according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words “Not quoting” should be clearly written against any item of equipment for which the tenderer is not quoting.

11. **Validity:** Tenders should be valid for 6 months from the last/due date of tender submission.

12. **Country of Origin:** Country of origin of the quoted item should be mentioned in the offer in case of Import item(s).

**Place:**

**Date:**



**Signature of Authorized Person**

**Designation**

**Seal**

## CHECK LIST

**Document for Tender Fee/EMD - Envelope 1**

Sr. No.	Checklist	Yes/No
1	Tender Fee (If applicable),	
2	EMD (NSIC/MSME Certificate attached, if exempted).	

**Documents for Technical Bid -Envelope 2**

Sr. No.	Checklist on top of the technical bid	Yes/No
1.	Application Form <span style="float: right;">Annexure A</span>	
2.	Technical Specification <span style="float: right;">Annexure B</span>	
3.	Technical Specification Compliance Sheet <span style="float: right;">Annexure C</span>	
4.	Non Blacklisting of supplier <span style="float: right;">Annexure D</span>	
5.	Proforma For User List <span style="float: right;">Annexure E</span>	
6.	Declaration of Supplier <span style="float: right;">Annexure F</span>	
7.	Rate Reasonability Certificate <span style="float: right;">Annexure G</span>	
8.	Valid OEM Authorization Certificate	
9.	Photocopy of PAN, GST	
10.	Copy of income tax return for last 2 years	
11.	The printed literature and catalogue/brochure giving full technical details should be provided/ included with the technical bid to verify the specifications quoted in the tender.	
12.	Tenders must accompany a copy of the <b><i>“Financial Terms and Conditions”</i></b> section of this document, signed and stamped on each page indicating that they agree to these and mention that in future they will not take any action against these terms and conditions.	

**Documents for Financial Bid**

1	<p>Format of BOQ (Bill of Quantity) available on CPPP. This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. Quoted prices of equipment should be firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.)</p> <p>Please fill 0.00 in case for NIL amount for any column cell, blank cell will not go for evaluation and that bid will be out rightly rejected.</p>	<b>Only online on CPPP.</b>
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Place:

Signature of Authorized Person

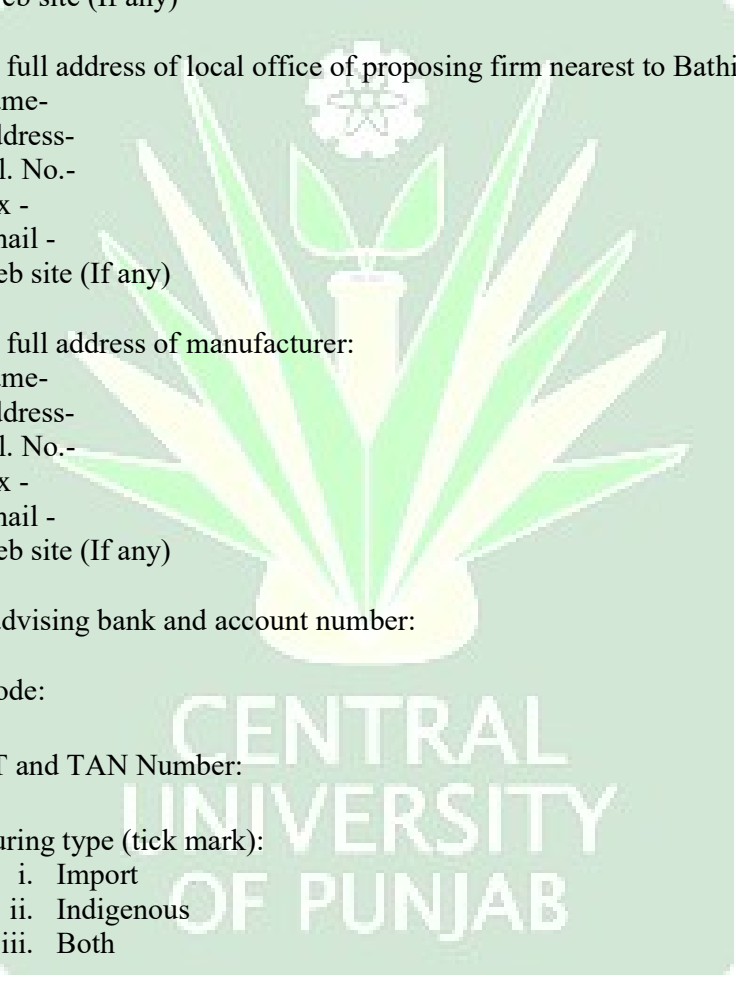
Date:

Designation

Seal

## APPLICATION FORM

To be Filled Completely and Signed(**should be on letterhead of bidder firm**)

1. Contact details of the head office of proposing firm:
    - a. Name-
    - b. Address-
    - c. Tel. No.-
    - d. Fax -
    - e. Email -
    - f. Web site (If any)
  
  2. Name and full address of local office of proposing firm nearest to Bathinda:
    - a. Name-
    - b. Address-
    - c. Tel. No.-
    - d. Fax -
    - e. Email -
    - f. Web site (If any)
  
  3. Name and full address of manufacturer:
    - a. Name-
    - b. Address-
    - c. Tel. No.-
    - d. Fax -
    - e. Email -
    - f. Web site (If any)
  
  4. Name of advising bank and account number:
  
  5. SWIFT Code:
  
  6. PAN, GST and TAN Number:
  
  7. Manufacturing type (tick mark):
    - i. Import
    - ii. Indigenous
    - iii. Both
  
  8. Country(s) of origin:
  
  9. Any other relevant information:
- 



**TECHNICAL SPECIFICATIONS OF THE EQUIPMENT / ITEM(S)**

Name of the Equipment / Item(s)

**Lab Consumables (Make: Merck)**

Name of the Manufacturer

Make of the Item/Equipment

Model Number

Country of Origin

**SPECIFICATIONS**

Sr. No.	Name of Item/ Consumables	Make	Catalogue No.	Qty.
001	Folic acid 97%	MERCK	F7876-1G	01
002	Cyanocobalamin pharmaceutical secondary standard, certified reference material	MERCK	PHR1234-1G	01
003	ICP multi-element standard solution VI for ICP-MS (30 elements in dilute nitric acid)Certipur <sup>®</sup>	MERCK	1105800100	01
004	5-(Hydroxymethyl) furfural 99%, FG	MERCK	W501808-1G-K	01
005	5-(Hydroxymethyl) furfural.analytical standard	MERCK	53407-100MG	01
006	EP 8270 Organophosphorus Pesticide mix. certified reference material, 2000 µg/mL each component in hexane: acetone (80:20)	MERCK	48469	01
007	EPA 8270 Semivolatile Internal Standard Mixcertified reference material, TraceCERT <sup>®</sup> , 2000 µg/mL each component in methylene chloride, ampule of 1 mL	MERCK	CRM46955	01
008	EPA 552 Halogenated Acetic Acid Mixcertified reference material, 2000 µg/mL each component in methyl tert-butyl ether	MERCK	48047	01
009	EPA8270 Semivolatile Internal Standard Mix certified reference material, TraceCERT <sup>®</sup> , 2000 µg/mL each component in methylene chloride, ampule of 1 mL	MERCK	CRM46955	01
010	EPA 601 Purgeable Halocarbons Mixcertified reference material, 2000 µg/mL each component in methanol	MERCK	46964	01
011	Appendix IX organochlorine pesticide mix. certified reference material,2000 µg/mL each component in hexane: toluene (1:1), ampule of 1 mL	MERCK	CRM46960	01
012	EPA8151 Herbicide acid mix. in acetone (varied), PESTANAL <sup>®</sup> , analytical standard	MERCK	48996-U	01
013	Organophosphate (OP) Pesticide Mix. certified reference material, 100 µg/mL each component in hexane	MERCK	861237	01
014	EPA 8080 Pesticides Mix. certified reference material, each component in hexane: toluene (1:1) (varied)	MERCK	47913	01
015	EPA 8081 Pesticides Standard Mix. certified reference material, 200 µg/mL in hexane: toluene (1:1), ampule of 1 mL	MERCK	CRM46845	01

**Terms and Conditions:-**

1. **Delivery period:** It should be for 06 Weeks from date of Purchase order.
2. **Validity:** Tenders should be valid for 6 months from the last/due date of tender submission.
3. Bidder shall quote for all items as mentioned in the Annexure-‘B’ otherwise bid will be treated as non-responsive and rejected.
4. **Availability of Spares/Consumables:** The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares/consumables and servicing of instrument/tool for at least 10 years. Supplier should give an undertaking that spares parts/consumables will be supplied within the specified periods as and when ordered.
5. **Prices:** Quoted prices of equipment should be in INR, firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.

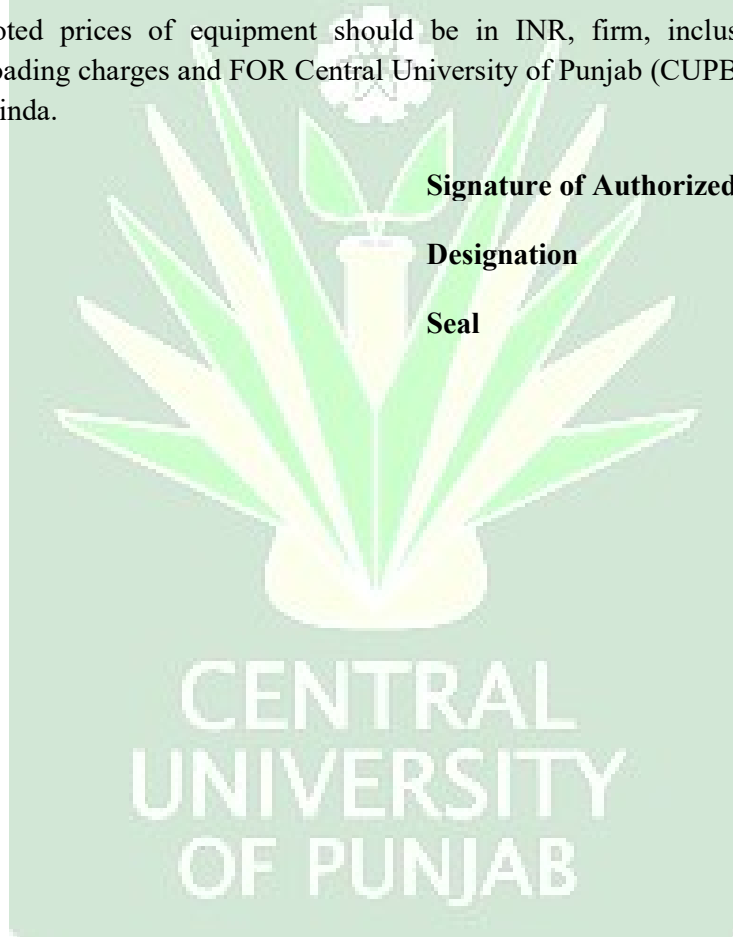
**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**



**TECHNICAL SPECIFICATION COMPLIANCE SHEET**

**(No cut / copy paste, provide with supporting document)**

Sl. No.	Specifications as per tender (point wise)	Compliance of the quoted model	Compliance of alternate model, if any	Remarks (Deviations)

Signature and seal of the Manufacturer/Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Note: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”

(Furnishing of wrong statement may lead to debar from the future purchases of CENTRAL UNIVERSITY OF PUNJAB, Bathinda.)

**Annexure-‘D’**

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that our firm/company is never black-listed by the Union/State Government/Autonomous body.

Deponent

Address

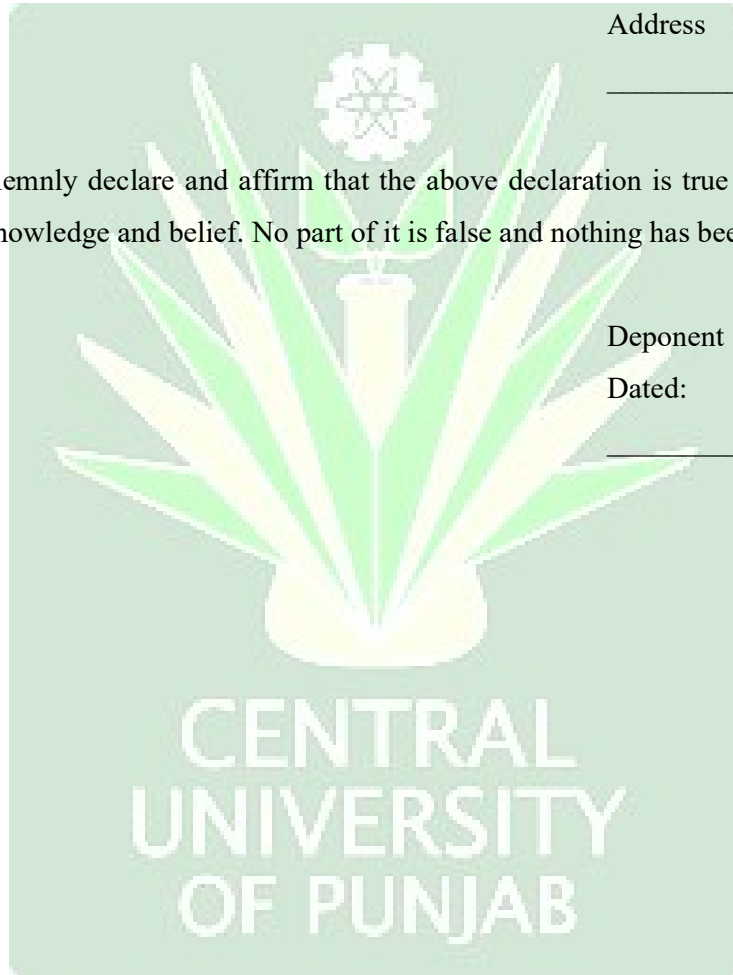
\_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated:

\_\_\_\_\_



**PROFORMA FOR USER LIST**

Sl. No.	Name & full address of purchaser	Purchase Order No. & Date	Year of Purchasing	No. of Units (Qty.)	Model No. with Date of Installation	Contact person with cell, phone and email id

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

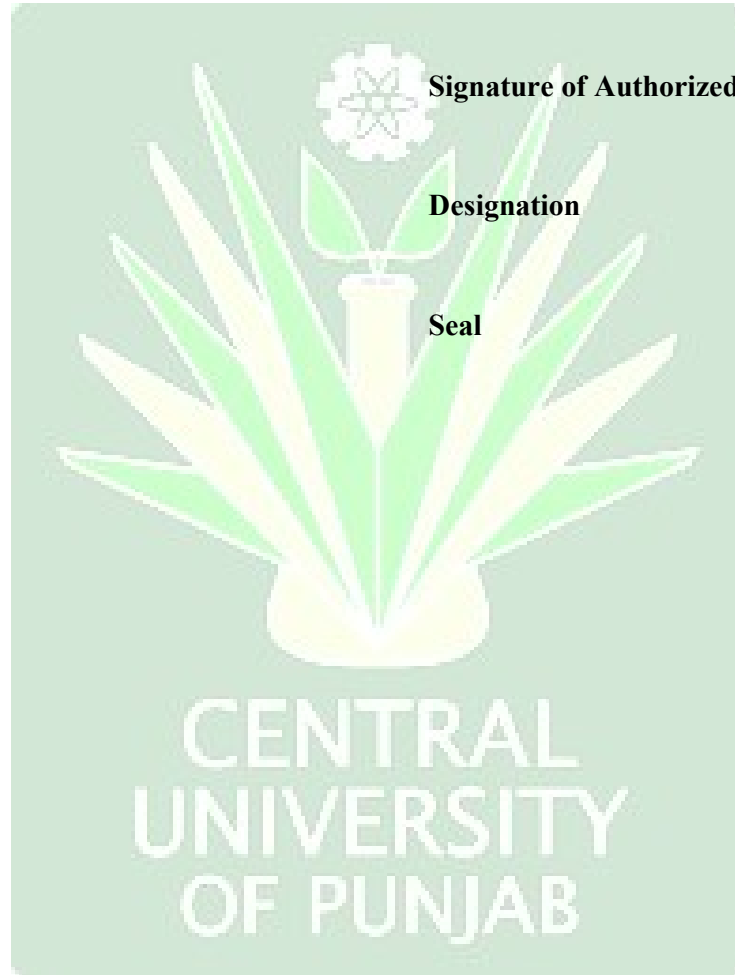
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**DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

**Place:**

**Date:**



**Annexure-G**

**RATE REASONABILITY CERTIFICATE**

Certified that “Rates quoted by us vide Tender No.: **P-03(2024-25)** Dated \_\_\_\_\_are same and not higher than those quoted with other Govt./Semi-Govt./Private/ Autonomous/Similar Institutions.”

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

