

# PANJAB UNIVERSITY, SECTOR 14, CHANDIGARH

## TENDER DOCUMENT FOR THE PROCUREMENT OF VARIOUS ITEMS



Last Date for issue of Tender Document in respective institutes/departments/centres:	10.00 a.m. on 06.08.2012
Last Date and Time for receipt of Tender in respective institutes/departments/centres:	3.00 p.m. on 06.08.2012
Date & Time of opening of Technical bids in respective institutes/departments /centres:	11.00 a.m. on 07.08.2012
Date & Time of opening of the Price bids in respective institutes/departments /centres:	Consult the respective department.

**Tender Fee Rs.1000/-**

## Important Notes:

- I. This tender has been invited by the Panjab University combined for procurement of various items in the different institutes / departments / centres of Panjab University. The details of tender documents, name, quantity and specifications of items to be procured along with terms and conditions are separately available in the office of respective institutes / departments / centres. **The same can also be downloaded from the link given below against respective institutes / departments / centres. The interested parties are requested to submit separate tender bids for each department.**
- II. The tender document, name, quantity and specifications of items along with terms and conditions may be obtained from the office of the chairperson/director/principal/co-ordinator of the respective institute / department / centre by submitting demand draft of `1000/- payable at Chandigarh in favour of Registrar, P.U. Chandigarh. The sale of Tender Document shall close one day before the last day of receipt of tender.
- III. No postal request shall be entertained for sending the Tender Document.
- IV. Tender fee of ` 1000/- is to be submitted along with the Tender if it is downloaded from the Website.
- V. Clarifications, if any could be sought from the Chairperson/Principal/Director/Coordinator of the respective Department/Centre/Institute in writing within the stipulated last date of submission of the tender.
- VI. The important dates for this tender are:

Last Date and Time for receipt of Tender in respective institutes/departments/centres	3.00 p.m. on 06.08.2012
Date & Time of opening of Technical bids in respective institutes/departments /centres	11.00 a.m. on 07.08.2012
Date & Time of opening of the Price bids in respective institutes/departments /centres	Consult the respective department.

# CIL/SAIF Panjab University

## Chandigarh

### Tender

#### General Terms and Conditions

This University is interested in the supply, installation and commissioning of some equipment as per the technical specifications given in the Annexure B.

- (a) Separate Performa-Invoices for each of the equipment are invited from the interested Principals/manufacturers/authorized agents for supply of the same. The Performa-Invoice should be in triplicate and in the name of the Chairpersons/Directors/Coordinators of respective Departments/ Institutes/Centre, Panjab University, Chandigarh.

The latest hour and date of receipt of the offer in the respective department is up to 02:00 p.m. the 15<sup>th</sup> day from the date of Publication of this Tender Notice.

- (b) The Technical bid shall be opened at 3.00 p.m. on the next working day of the last date of receipt of tenders. The date and time for opening of the Price Bids shall be the 5<sup>th</sup> day of the opening of the technical bid. In case the date of opening of the bids fall on the day which is declared public holiday, these shall be opened on the following day at the same time.
- (c) Only manufacturers or their sole authorized distributors/sole agents are entitled to submit the Performa Invoice from the Principals, otherwise tender shall not be considered. All offers other than those from the manufacturers should be supported by an authority letter from the manufacturers authorizing the firm to tender on their behalf. Certificate or a photo-stat copy thereof to the effect that you are the manufacturers of the equipment,' authorized sole distributors or sole agents for manufacturer on whose behalf you are quoting, must be included in the documents.
- (d) The tenderer must be a manufacturer or his authorized agent (specifically against this tender for the subject goods) and should have successfully executed contracts for similar and/or identical goods in the past three years prior to the date of tender opening.
- (e) The detailed technical specifications are given in Annexure B.
- (f) Technical specifications are intended to be descriptive only and not restrictive. The bidder may substitute alternative standards, brand names and/or catalogue numbers in its bids, provided that it demonstrates to the purchaser's satisfaction.
- (g) Clarifications, if any could be sought from the Chairperson of the respective Department/Institute in writing within the period before the stipulated last date of receipt of the tender.
- (h) That the substitutions are substantially equivalent or superior to those designated in that 'Technical Specifications

## **GUARANTEE / WARRANTY & AMC/CMC**

- (a) Guarantee/warranty shall be quoted for 36 months after installation.
- (b) In addition to quoting for the equipment, tenderers must quote the charges for Annual Maintenance Contract (AMC) for a period of 2 years for maintaining the equipment at this University after the period of warranty/guarantee. During, the service contract period, the firm shall provide four preventive maintenance visits and in addition attending to all emergent and break-down calls. The service contract charges should be quoted for labour cost only and should not include the cost of any replacement parts/components that may be needing replacement. During the service contract period replacement of parts/components that may be needing replacement shall be made available by the Institute to the firm at the Institute's own expense. The charges shall be paid to the firm in quarterly instalments after satisfactory service.
- (c) In addition to quoting the charges for the AMC, the firm must also quote the charges for comprehensive Maintenance Contract (CMC) for a period of 5 years after the completion of Service Period of guarantee/warranty. The CMC charges should be quoted for labour cost as well as cost of any replacement parts / components that may be required for keeping the equipment functional.
- (d) Tenders not containing service contract charges shall be considered incomplete and shall be rejected. The charges of AMC and CMC will also be taken into account while comparing the prices.

The tenderer shall give a list of institutions/universities/research labs in India where their equipment had been installed. The University reserves the right to inspect such institutions/labs. and see actual performance of such equipment. The Department may also ask for demonstration of the equipment in the department at the time of technical evaluation, which shall be mandatory.

## **BID, GUARANTEE AND SECURITY:**

The tenderer is required to furnish Bid Guarantee and Security as per Annexure 'A'.

## **CONVERSION TO SINGLE CURRENCY:**

To facilitate evaluation and comparison, the purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid price is payable, to the Indian rupees at the RC selling market rate of exchange established by the State Bank of India, Chandigarh for similar transactions as on the last date of submission of tenders

## **MERGER / ACQUISITION OF FOREIGN PRINCIPAL:**

In case of merger of Foreign Principal with another Firm or acquisition of Foreign Principals by another firm, it shall be obligatory for the New Entity so formed after the merger or the Acquiring Firm, as the case may be to take over all the duties and obligations / liabilities of the Foreign Principals and the New Entity / Acquiring Firm would *ip so facto* become liable for all acts of commission or omission on the part of original Foreign Principals.

## **CHANGE OF INDIAN AGENT:**

In case the Foreign Principal changes the Indian Agent then it shall be obligatory for Foreign Principal to automatically transfer all the duties and obligations to the new Indian Agent, failing which the Foreign Principal would *ipso facto* become liable for all acts of commission or omission on the part of new Indian Agent.

Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bidder's bid and also banning of business dealings with the bidder for a period of three years from the date of such ban.

The detailed instructions for the preparation and submission of the tender and the terms and conditions of the tender are given in the enclosed Annexure A. Tenderers must note carefully that any infringement of the specific requirements contained therein may invalidate the tender.

Director,  
Department of CIL/SAIF/UCIM  
Panjab University, Chandigarh

## Annexure A

### Other Instructions

1. A person signing the tender form or any other document forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bid such others and if on enquiry it appears that the person so signing had no authority to do so, the purchaser may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all costs and damages and forfeit the Earnest Money.
  - i. Rates and Service charges should not be quoted in the Technical bid.
  - ii. All pages of the Technical Bid/Price Bid shall be page numbered. In case of triplicate copies, separate copies shall be page numbered separately.
2. Tenders/Performa Invoices not accompanied by detailed information as required, are liable to be rejected.
3. **EARNEST MONEY DEPOSIT AND PERFORMANCE BOND; BANK GUARANTEE**
  - a) The tender must be accompanied with Earnest Money as detailed below in a lump sum amount in the form of Demand Draft valid for one year on a scheduled bank/term deposit receipt valid for a period of one year from any scheduled bank in the name of the Registrar, Panjab University, Chandigarh. Earnest Money in any other form will not be accepted F.O.R. cost of equipment up to Rs. 10.00 Lacs: Earnest money : Rs. 25,000/-  
Between Rs.10.00 Lacs to Rs. 20.00 Lacs : Earnest money : Rs.40,000/-  
Between Rs.20.00 Lacs to Rs. 50.00 Lacs : Earnest money : Rs.50,000/-  
Beyond Rs.50.00 Lacs : Earnest money : Rs. 1.00 Lac.
  - b) Bids not accompanied by Earnest Money as stated above or less than the amount stipulated above shall be summarily rejected.
  - c) Earnest Money/security deposit/any other sums of the tenderers lying with the University in connection with any other tender/case will not be considered against this tender.
  - d) The successful tenderer shall be required to furnish a Contract Performance Guarantee Bond in the shape of Bank Guarantee in favour of Director, SAIF/CIL, Panjab University along with the undertaking as at Annexure E-1) for an amount equivalent to 2% for AMC/5% for CMC of the FOB value, or as the case may be of the equipment towards the execution of the Agreement and the warranty. The Bank Guarantee should be valid for 30 months. The Bank Guarantee for 2% for AMC/5% for CMC of the FOR value shall be submitted within a period of 30 days after the placement of the Supply Order failing which the order will be liable to be cancelled and the earnest money forfeited.
  - e) The University would return the earnest money mentioned to the successful tendering firm on the submission of the Bank Guarantee, to cover the service contract period after the expiry of guarantee/warranty period of 36 months.
  - f) The successful tenderer will submit Bank Guarantee equivalent to 2% of the FOR value in case of AMC or 5% of the FOB value in case of CMC, as the case may be.

4. The University does not pledge itself to accept the lowest tender and reserves to itself the right of acceptance of the whole or a part of the tender, or portion of the quantity offered, and the tenderers shall be required to supply the same at the rate quoted. The University reserves to itself the right to accept or reject a part or all the tenders without assigning any reason thereof

5. CUSTOM CLEARANCE:

The equipment requiring import from abroad will be imported under the OGL scheme, for which tenderer will ensure before shipment takes place, that the equipment, in question, can be imported under the said scheme.

- a. The equipment will be got cleared from the Custom by the tenderer at their own cost, demurrage if any will be borne by the tenderer.
- b. It will be the responsibility of the tenderer to pursue and claims with the customs authorities/Insurance company /cargo operators and transporters, as may arise, at any stage.
- c. The N.M.I.C. (Not Manufactured in India Certificate) and the CDEC (Custom Duty Exemption Certificate) will be provided by the University

6. INSURANCE

The manufacturers will ensure that the equipment is properly insured for the full C.I.F. value to cover the transit up to site of installation and the further period of storage etc. up to end of the period of installation as agreed upon. If the installation is delayed beyond the agreed date of satisfactory installation, commissioning and handing over of the equipment, then in that event any transit and storage damages which come to light after such delays shall be at the risk and cost of the tenderers. The tenderers / Indian Agent shall provide to the University, after due inspection, a detailed list of any loss or damage to the stores that may have occurred so as to enable the purchaser to file appropriate claims with the Insurance company. However, it shall be the responsibility of the University department to prepare, lodge and pursue any claims that may arise with the Insurance Company/ies. The manufacturers shall provide all assistance in pursuing such insurance claims expeditiously. The manufacturers shall make free replacement, if required, in lieu of damaged/lost items, etc. regardless of the fact whether the claim is settled by the underwriters or not. The manufacturers' liability shall be restricted to making free replacements/rectifications and any local expenses such as custom duty/clearance, etc. connected with such replacements.

It should be noted that if in consideration of offer of earlier delivery, the contract is placed with a higher tenderer in preference to the lowest acceptable offer, and in case of failure to complete supplies in terms of such contract within the date of delivery specified and incorporated in the contract the tenderer will be liable to pay to the University the difference between the contract rate and that of the lowest acceptable tender on the basis of the final prices FOB destination including all elements of freight, sales tax, local taxes, duties and other incidentals. This is in addition to and without prejudice to other rights of the Institute to recover all other losses and damages resulting from delayed supplies, cancellation of contract and risk purchases required to be made in case of failure to supply the stores.

7. GUARANTEE/WARRANTY

The guarantee/warranty against defects of manufacture/ workmanship and poor quality of components for the entire equipment and the work conducted under the contract shall be for a period of 60 months. The term satisfactory commissioning and handing over wherever used in terms of tender and Agreement will mean satisfactory and faultless functioning of the equipment for 90 days, and of works conducted there with covered under the contract in working order. During the guarantee/warranty period, the replacement of any part of the equipment or rectification of defects of works will be free of cost. Further, the defective parts/equipment shall be returned by the purchaser to the Indian Agent after making replacement. During the guarantee/warranty period the uptime will be required to be maintained. If the down-time exceeds five consecutive days at any time the guarantee/warranty period will be extended beyond twenty four months to a duration equal to the total of such periods of downtime during the period of warranty.

8. The tenderer will be required to furnish guarantee/warranty as under:

- a. The tenderer should submit a written guarantee/warranty from the manufacturers stating that the equipment being offered is the latest model as per specifications and that spares for the equipment will be available for a period of at least 10 years after the guarantee/warranty period. The manufacturer should also warranty/guarantee that it will keep the Institute informed of any up-date of the equipment over a period of next 5 years and undertake to provide the same to the Institute at no extra cost.
- b. Guarantee/warranty that they will supply regularly any items of spare parts requisitioned by the purchaser for satisfactory operation of the equipment till the life span, to be decided mutually of the equipment, if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price or an agreed percentage of profit on the landed cost.
- c. Guarantee/warranty to the effect that before going out of production of spare parts the manufacturers and/or tenderer will give adequate advance notice to the purchaser of the equipment so that the later may undertake to procure the balance of the life time requirements of spare parts
- d. The guarantee/warranty to the effect that the manufacturers will make available to the University, the blue-prints and drawings of the spare parts if and when required in connection with the equipment.

9. The tenderer shall furnish the following warranty/ guarantee in case the contract is placed on him :-

- (a) The tenderer hereby declares that the goods/articles supplied to the purchaser under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clauses here of and the tenderer hereby guarantee/ warranty that the said goods/ articles conform to the description and quality aforesaid. The purchaser will be entitled to reject the said goods/ articles or such portion thereof as may be discovered not to conform to the said description and quality. Such rejection of goods/articles will be at the seller's risks and all the provisions herein contained relating to rejection of goods, etc. shall apply. The contractor/seller, shall, if called upon to do so, replace within a period of fourteen days or such further period as may be extended from time to time by the purchaser at his discretion, on an



application made thereof by the tenderer, the goods/articles or such portion thereof as rejected by the purchaser. In such an event, the above mentioned warranty/guarantee period of the entire equipment shall be extended by the time taken for these replacements. Otherwise the tenderer shall pay to the purchasers such damage as may arise be reason of breach of the conditions herein contained. Nothing herein contained shall prejudice any other right of the purchaser in that behalf.

- (b) Tenderer should state categorically whether they have fully trained technical staff for installation/commissioning of the equipment and efficient after sales service.
- (c) Tenderers should categorically confirm that they will give free "After sales services" during guarantee/ warranty period from the date of installation, satisfactory commissioning and handing over of the project/ equipment.
- (d) It is specifically required that the tenderer will supply all the operating and service manuals along with blue-prints and drawings including circuit diagrams of the equipment supplied as well as its components.

10. **MODE OF DESPATCH. DELIVERY AND COMMISSIONING OF EQUIPMENT :**

The equipment with all its accessories should be despatched by air to Delhi (INDIA) duly insured, freight and insurance charges pre-paid. The tenderer is required to undertake to deliver, install, commission and handover the equipment within the stipulated period. The installation of the equipment shall be completed and handed over within the time schedule given in the tender. This stipulated period should be strictly adhered to for implementation

11. **FOR DELAY IN CONTRACT:**

The successful bidder will be required to enter into an Agreement with the University on a non-judicial paper of Rs.30.00 for the supply and satisfactory installation of the equipment as defined above as per specifications and terms and conditions listed in the document and agreed upon.

12. The whole system will be operated by the company engineers/experts for a period till . till satisfactory installation and operation.

13. **TRAINING OF PERSONNEL**

The successful tenderer will be required to undertake to provide at his cost technical training for personnel involved in the use of the equipment at site at University immediately after its installation. For this purpose, the company experts shall be required to operate and train the University personnel at site at University for a minimum period of one month at the company's cost.

14. **SUPPLY, INSTALLATION AND COMMISSIONING OF THE EQUIPMENT:**

The supply, installation and commissioning of the equipment shall be as per term and conditions given in this annexure and those given in the Agreement to be signed by the successful tenderer. The scope of work includes the installation and satisfactory commissioning of the equipment by the firm and training of personnel.

## SPECIFICATIONS FOR “CHN-S-O ORGANIC ELEMENTAL ANALYZER”

### **A. Fully Automated Computer Controlled CHN-S-O Organic Elemental Analyzer capable of operating at 220-240 VAC $\pm$ 10%, 50 Hz. : 01 No.**

1. Should have capability to perform CHN-S-O elemental analysis of solid and liquid organic samples
2. Sample weight range: 0.2 mg to 100 mg
3. Sample Capsule: Tin for CHNS and Silver for O
4. Sample Analysis time: should not be more than 10 min
5. Multi-position Auto sampler for solid and liquid samples (at least 100 positions)
6. Two separate furnaces for combustion and reduction with independent temperature control through software.
7. Combustion temperature should not be less than 1000 °C and maximum up to 1800 °C using tin boats to avoid incomplete combustion of samples.
8. Required gases: High purity Helium and Oxygen
9. Combustion tube must be equipped with ash finger or ash removal device to handle highly halogenated or fluorinated sample.
10. The elemental detection should be based on the dynamic flow combustion followed by Gas Chromatographic Separation & Thermal Conductivity Detection (TCD) of different elements.
11. Detection limit: 100 ppm to 100 %
12. Standard Deviation:  $\pm$ 0.01 or less for 0.10 % element content and  $\pm$ 0.3 or less for 50.00 % element content.
13. Electronic flow controllers for precise control on the gas flow.
14. Mettler XP6 Microbalance latest model with interface to analyzer with facility of direct transmission of weighing data.
15. Control Software (Media + Licence) with following facilities:
  1. Single point control for all operations of the complete instrument
  2. Automatic leak detection
  3. Automatic start up
  4. Automatic shut down
  5. Calibration based on multi linear regression
  6. Maintenance monitoring
  7. Window XP / 7 Operating System based
16. Power: 220-240 VAC  $\pm$  10%, 50 Hz.

### **B. Accessories and consumables**

1. Solid and liquid sample preparation / sealing device along with all the required accessories with the facility of sealing of samples under inert gas flow to ensure air free packing: 01 No
2. Cylinders of 47 liter WC filled with following ultra pure gases along with two stage regulators: Each Unit with safety certificate for refilling:  
Helium gas: 99.995 %: 01 No each  
Oxygen gas: 99.995 %: 01 No each
3. Consumables sufficient for 4000 CHNS analysis and 1000 O analysis of samples
4. Required spares kit for 3 years trouble free operation of instrument
5. Additional Combustion and reduction tubes along with all wear parts like Orings: 02 Nos each
6. Start up kit
7. Standards for calibration
8. HP Make Desktop PC, Intel Core i5 Processor with minimum 4 GB RAM, 2.90 GHz, min 320 GB HDD, DVD $\pm$ CD Read-Write dual layer Drive, Licensed Microsoft Windows XP professional/ 7 Operating System (compatible with the instrument software), Min 21” wide Flat Panel Color Monitor, Optical Mouse, Multimedia Keyboard (Latest Configurations), Color Laser Jet Printer (600 x 600 dpi). Along with similar additional computer for offline operation

Notes:

- A. Supply should be complete with all required accessories and items including interconnecting cables, interfaces, tubings and all other components required for commissioning and functioning of the complete system at the time of installation.
- B. Price break-up for the accessories, consumables and spare parts should be given in the quotation.
- C. Enclose the pre-installation guide for the details on power and room plan.
- D. **On-site warranty for five years with free service and spares.**  
The furnace should have the extended warranty for ten years (Certificate from manufacture required).
- E. Vendor should clearly mention the after sales local service and parts availability.
- F. Compliance Certificate from principals should be provided.
- G. Installation, commissioning and performance demonstration should be given
- H. **Vendor to provide trained manpower for five years. Also operational training to existing staff of SAIF.** ( Please quote separately)
- G Branded matching online UPS with minimum two hour back up with service bacakup at Chandigarh