



Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by Dr. Babasaheb Ambedkar Technological University Act No. XXII of 1989)

Vidyavihar, Lonere – Raigad 402 103 (Maharashtra)

www.dbatuonline.com

DBATU/01/2016

Tender Notice

Sealed Tenders in B-1 Form are invited by the undersigned from the Original Equipment Manufacturers (OEM) or Authorized Dealers for the supply of below mentioned products under University/UGC/AICTE grants.

Name of Equipment	Earnest Money Deposit in Rs.	Cost of Blank Tender Form in Rs.	Time Limit/ Validity
Please specify " Name of the Equipments, Works or Services " as mentioned in the Tender Notice under <u>Details of the Items to be Procured</u> (Column 3) for which the bid is being submitted.	Please specify " E. M. D. amount in Rs. " as mentioned in the Tender Notice under <u>Details of the Items to be Procured</u> (Column 4) for which the bid is being submitted.	Please specify " Cost of Blank Tender Form in Rs. " as mentioned in the Tender Notice under <u>Details of the Items to be Procured</u> (Column 5) for which the bid is being submitted.	Six Months

Blank Tender forms will be issued in this office from **Thursday, 11th February 2016 to Thursday, 4th March 2016** during 10.00 a.m. to 1.00 p.m. on all working days on payment by cash only. Alternatively the form can also be downloaded from our website.

However, a Demand Draft drawn in favour of '**The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere**' Payable at STATE BANK OF INDIA, Mangaon (0276) is to be attached along with the tender document in Envelope I.

Last date of receipt of completed tender forms is **4th March 2016 up to 3.00p.m.**

Tenders will be opened on **5th March 2016 at 10.30 am**. Right to reject any or all tenders without assigning any reason thereof is reserved by the competent authority.

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I/c REGISTRAR

Tender Notice and Tender Conditions

1. Sealed tender in duplicate will be received on prescribed form by the purchasing officer in his office up to the dates mentioned for the supply of stores as per schedules attached.
2. Prescribed Tender Form will be available from this office on payment of ***Rs. as mentioned in the Tender Notice under Details of the Items to be Procured (Column 5)*** non-refundable; on any working day between 10.00 a.m. and 1.00 p.m. alternatively the form can also be downloaded from our website. However a Demand Draft drawn in favour of '***The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere***' Payable at STATE BANK OF INDIA, Mangaon (0276) is to be attached along with the tender document in envelope I.
 - a) Tenders should quote rates for F.O.R., destination and submit the original tender in printed Tender Form and duplicate copy of an ordinary typed form along with a covering letter attached therewith. They should state the earliest delivery period necessary for completion of the order.
3. The origin of stores offered whether Indian or foreign and in the case of the former, state in which it is manufactured should be clearly stated against each article.
4. The tender in duplicate should be submitted in sealed cover and super scribed with tender No. and date of opening of the tender. The right to ignore any tender which fails to comply with the above instructions is reserved. All outstation tenders should be sent by Registered Post.
5. **Opening of tender:** You are at liberty to be present or authorize your representative to be present at the opening of tender at the time and date specified in the schedule.
6. (a) In the case of stores, subject to price fluctuation clause, the details, viz., i) manufacturer's price ex-works or ex-point of dispatch whether on Rail or Sea, ii) freight, iii) dues, and iv) other charges including firm's margin should be clearly and separately stated.
 - (b) Basis of revision in price, if claimed, should be accompanied by details of variation in no other case any revision of price admissible.
7. The purchasing officer does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. You are at liberty to quote for the whole or any portion of the quantity

of any item or state that the rate quoted shall apply if the entire quantity of any such item is taken from you.

8. Where offers by the bidder are for stores imported with the assistance of the State Trading Corporation the bidder should specifically stipulate that the offers made are in accordance with the price fixation formula of the State Trading Corporation. In the event of the order being placed against any of the bidders and if the bidder fails to supply any stores according to the terms and conditions of acceptance of tender or fails to replace any stores rejected by the P.O. or by any person on his behalf within such time as may be stipulated, the Purchasing Officer shall be entitled to purchase such stores from any other source and at such price as the Purchasing Officer shall in his sole discretion think fit.

If action as stipulated above is taken:

01. The offer of the defaulting contractor/supplier will not be considered.
 02. The defaulting contractor/supplier will be penalized to the extent of the difference in the rates or 10 per cent of the value of the earlier order, whichever is higher.
 3. If the defaulting contractor fails to pay the penalty he will be permanently de-listed from the list of approved contractors of the P.O. and the registration deposit of the contractors will be forfeited to Government.
9. In the case of non-delivery and / or delayed delivery against an order placed with you, the Purchasing Officer, reserves to himself the right to impose such penalty as he think is fit.
 10. **(a) Tenders should be accompanied by Earnest Money as indicated in Schedule attached. The Earnest Money Deposit will be forfeited if you fail to complete the contract according to your tender, if accepted. Tenders submitted without Earnest Money Deposit will not be considered.**

(b) Successful Bidders will be required to pay a sum fixed by the Purchasing officer as security deposit i.e. 2% and enter into agreement for the performance of the contractor. The security deposit will be returned to the vendor after the expiry of warranty/Guarantee period.
 11. **Samples:**

Tender samples are not required unless specifically called for.
Tenders without samples where samples are specifically called for are liable not to be considered.
Samples should be affixed with a label showing:
(a) Name and address of the firm

(b) Tender No.

(c) Opening date of tender

12. Bidders convicted of an offence under the Bombay Prohibition Act, 1949, or the Bombay Opium Act, 1936, will be considered in eligible for being given contracts.

13. **Release of controlled materials:**

Bidders who do not stipulate conditions regarding release of controlled materials may be given preference.

14. **Extension of time:**

i) As soon as it is apparent that contract dates cannot be adhered to, an application shall be sent to the purchasing officer.

ii) Without prejudice to the foregoing rights, if such failure to deliver in proper time as aforesaid shall have arisen from any cause, which the purchasing officer may admit as a reasonable ground for an extension of the time (and his decision shall be final). He may allow such additional time as he considers to be justified by the circumstances of the case.

iii) Provided always that any failure or delay on the part of sub-contractors through their employment may have been sanctioned shall not be admitted as a reasonable ground for any extension of time or for exempting you from liability for any such loss or damage, as aforesaid and provided further that no extension shall be allowed unless application for it shall, in the opinion of the purchasing officer (which shall be final) have been made and in his opinion is justified.

iv) The purchasing officer **(The Registrar)**, Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad reserves the right to call for break-up of the tender where necessary.

14. **General Instructions:**

(1) Priced Tender Form should be returned duly filled in, failing which tender will not be considered.

(2) Bidders may submit their tender (Technical Bid) in duplicate.

(3) S.T., G.T. or VAT should be clearly stated failing which it will be taken as inclusive of all taxes.

(3-A) Any statutory increase, or decrease, as an act of States or the Central Government relating to Sales and other Taxes shall be to the account of the purchaser by a contractor.

(3-B) **Fall Clauses:**

It is a condition of the contract that all through the currency thereof, the price at which you will supply the stores should not exceed the lowest price charged by you to any customer during the currency of the rate contract and that in the event of the prices going down below the rate contract prices you shall promptly furnish such information to us to enable to amend the contract rates for subsequent supplies.

(4) Bidders not on the register of this office should deposit in this office as Earnest Money Deposit of amount in ***Rs. as mentioned in the Tender Notice under Details of the Items to be Procured (Column 4)*** and requisite Demand Draft submitted along with the tender failing which the tender will be rejected forthwith.

(5) Exact earliest and clear delivery period should be quoted.

(6) It will be the responsibility of the Bidder to inform this office within the validity period of the tender in the event of the stores offered ex-stocks being sold elsewhere. Failure to comply with this instruction shall be construed to mean that the stores are available ex-stock during the validity period.

(7) Bidders should indicate the rates in Metric System of Weights and Measures only.

(8) Bidders may quote rates for equivalent makes, store also and should indicate specifically the make of spare parts, i.e. genuine, imported equivalent make or indigenous. They are required to give guarantee for premature wear, exact fitness and satisfactory performance of the parts, offered other than the genuine (original manufacture of the machinery).

(9) Ex-stock offer or those on Bidder's own import license will only be preferred.

(10) Bidders should state the place of inspection of the stores offered, if the goods are offered for inspection outside Maharashtra State the Bidders will have to bear all expenditure of inspection carried out by this office.

N.B.: Special consideration would be given in the case of Bidders quoting the requirements of Maharashtra Government with Indian Standards Specifications and those with quality markings.

Goods should be dispatched at carrier's risk failing which they should be properly covered by transit insurance. However, the supplier will be responsible until the entire store contracted for arrival in good condition at destination.

(11) Please note that Tender Form should be filled in serial order of item Nos. 1,2,3 etc. and rates accordingly typed in **Schedule B Column No. 4** of the printed Tender Form in original and also on the counterfoil the rate of each item and other details should be given as required under each column. If the specifications are different than those prescribed in the tender, they should be shown on a separate page but rates for these items should be indicated on the printed form. Same procedure should be followed for alternative tender for the same item.

(12) Samples for the quoted items must be submitted along with tender.

(13) Samples destroyed in tests will not be returned and no payment made thereof.

(14) Offers of Small Scale Industries quoting their registration number with the Directorate of Industries, Maharashtra and National Small Scale Industries Corporation (Government of India) shall be only for items of approved programme of manufacture of the contesting Small Scale Industries Unit. Likewise the offers of state Industrial Co-operative Associations, Maharashtra State shall be on behalf of the member Industrial Co-operative Societies only and those of M.S.S.I.D.C. shall be on behalf of S.S.I. Units registered with the Directorate of Industries of Maharashtra State and restricted to products of their own manufacture.

Note:

(1) **Tender Samples:** Analysis Reports on Tender on Tender Samples will not be furnished to bidders.

(2) **Tenders offered by Bidders:** Bidders should, if not in a position to quote for entire quantity and for delivery as required, state specifically the quantity which they can deliver at the prices quoted and according to the required delivery. Silence on the point will entail responsibility for supply at quoted prices in full quantities as per required delivery.

(3) **Packing:** Packing proposed to be employed should be clearly stated giving details of the charges for all alternative packs.

(4) Failure to observe any of the conditions mentioned above will result in the tenders being summarily rejected.

INSTRUCTIONS TO THE BIDDERS:

Please do not forget to Attach:

1. A Demand Draft in favour of '***The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere***' drawn on STATE BANK OF INDIA, Mangaon (0276) for the amount of ***Rs. as mentioned in the Tender Notice under Details of the Items to be Procured (Column 4)*** against Earnest Money Deposit.
2. Attach a copy of authorization certificate issued by Principal Company.
3. Attach a copy of Proprietary Certificate issued by Principal Company.
4. Attested copy of Sales Tax Registration Certificate should be attached.
5. The authorized dealer or distributor should have at least three years experience in the dealing with the "***Sales & Services of the Equipments, Works or Services***" for which the said bid is being submitted and should have supplied the similar items to reputed Government Institutes/Universities. Attach proofs for the same.

Important Note:

Please do note that omission to attach any of the above listed documents shall cause rejection of Tender.

I/c Registrar

INVITATION OF TENDER

DETAILED TENDER NOTICE

- 1) Sealed tender in B-1 form are invited from authorized dealer/distributor/Principal company. Tender form, the conditions of the tenders, specifications can be had on cash payment of ***Rs. as mentioned in the Tender Notice under Details of the Items to be Procured (Column 5)*** Non-refundable per set from the office of the Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere, Tal. Mangaon, Dist. Raigad on any working day, from 11th **February 2016 to 4th March 2016** during the office hours. Alternatively the form can also be downloaded from our website. However a Demand Draft drawn in favor of 'The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere' Payable at STATE BANK OF INDIA, Mangaon (0276) is to be attached along with the tender document in envelope I.
- 2) The tender forms duly completed shall be received in the office of the Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere, Tal. Mangaon, Dist. Raigad on or before 4th **March 2016, 3.00 p.m.** The schedule for opening the tenders will be notified on university's website in due course of time, in the presence of such indenting bidder or his / their representative who may present at that time. Tenders sent by post shall be sent well in advance by registered post and must reach by the above time & date. For late delivery by postal or any other authentic mailing services, the institute shall not be responsible.
- 3) The tenders should be accompanied by the Demand Draft of the amount of ***Rs. as mentioned in the Tender Notice under Details of the Items to be Procured (Column 4)*** against Earnest Money Deposit in favour of The 'Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere' drawn on STATE BANK OF INDIA, Mangaon (0276).
- 4) Earnest money in any other form of cash, Term deposit or Cheque shall not be accepted.
- 5) The amount of earnest money shall be forfeited; in case of successful bidder does not pay amount of initial security deposit within the time stipulated by the Registrar and complete the tender documents. In all other cases, the earnest money shall be refunded.
- 6) The successful bidders shall have to pay the security deposit in cash i.e. @2%.

- 7) The event of the failure of the bidder to pay cash security deposit within ten days (unless extended by the Registrar in writing) from the date of receipt of the notice of acceptance of the tender, the earnest money shall be forfeited to the Institute and the acceptance of his tender shall be considered withdrawn. Except that in the event of the notice of acceptance of the tender not being issued within 90 days of the date of opening of the tender, the bidder shall have to option (to be intimated in writing in good time before the expiry of 90 days period) of withdrawing his tender in which case the earnest money shall be refunded in full. All the tenders shall remain open for the period of 90 days from the date fixed for the opening of the tender and thereafter until it is withdrawn by the bidder by notice in writing.
- 8) Earnest money of the unsuccessful bidders will be refunded on their application only after an intimation of rejection of their tender is sent to them or on expiry of the validity period whichever is earlier.
- 9) No pages shall be removed or replaced from the tender.

Tendering Procedure:

- 1) Blank tenders can be purchased from the office of The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere.
 - 2) **Manner of submission of the tender and its accompaniments:**
Bidder should submit the tender in two separate sealed envelopes as detailed below.
- A. Envelope No. I (Documents):**

The first envelope clearly marked as Envelope No. I shall contain the following documents.

- a) Demand Draft drawn on State Bank of India for the amount of the Earnest Money Deposit /Tender Form Fee.
- b) Sales Tax registration and clearance certificate should be attached.
- c) Attach experience certificate of last three years in the supply of proposed product and should have supplied to reputed Government Institutes/Universities.
- d) Authorization Certificate issued by the Principal Company.
- e) Proprietary Certificate issued by the Principal Company.

B. Envelope No. II (Tender):

The second envelope marked as Envelope No. II shall contain only the main tender including the stipulations issued by the Institute after the last date of sale of Tender forms. A tender submitted without this would be considered as invalid. The bidder should quote his offer on **Schedule B Column No. 4** of the tender documents to be submitted only in Envelope No. II. He should not quote

this offer any where directly or indirectly in Envelope No. I. The manufacturer/dealer/supplier/shall quote for the supply of proposed product as per the details given in the main tender and also based on the detailed set of additional stipulations issued by the Institute as informed to him by letter from Institute, after the last date of sale of tender forms.

Submission of Tender:

The two sealed envelopes No. I and II shall be again put together in one common cover and sealed. This sealed cover shall be marked on the left hand top corner

Please specify "***Name of the Equipments, Works or Services***" as mentioned in the Tender Notice under Details of the Items to be Procured (Column 3) for which the bid is being submitted.

The full name and address of the bidder and the name of the Authorized supplier delivering the sealed cover containing the tender shall be written on the bottom left hand corner. If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. The date and time for the receipt of envelope containing tender shall strictly apply in all cases. The bidders should ensure that their tender is received by the Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere before the expiry of the date and time. No delays on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over will either not be accepted or if inadvertently accepted will not be opened and shall be returned to the bidder unopened.

While submitting your tender, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
2. The "Terms and conditions" for supply and delivery of stores, should be clearly indicated in the tender, stating whether rates quoted are, inclusive of all Taxes, Packing and forwarding charges freight charges etc. not, **However rates offered as including all taxes will be more welcome.**
3. Please mention clearly whether consignment would be Ex-Godson, Ex-Shop of F.O.R. dispatching stations. Preferably terms offered as delivery of consignment of stores, on F.O.R.
4. Tender received after the stipulated date and time may not be taken into consideration.

5. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues / pamphlets / Literature should accompany the tender.
06. Your tender should be for all new items and not for second hand.
7. Please state whether items will be available Ex-stock, If not the minimum period for delivery, or for supplying the items or stores.
8. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. livable.
9. It would be appreciated if illustrated catalogues/ Literature etc are furnished with the tender.
10. This University is registered with the of Scientific & Industrial Research (DSIR) for purposes of availing customs duty exemption in terms of Government Notification No.51/96 customs dated 23rd June 1996 and central excise duty exemption in terms of Government Notification No/10/97 Central Excise dated 1st March 1997

Opening of Tenders:

On the date specified (if possible) for the opening of the following procedure shall be adopted for the opening.

- a) **Envelope No. I:** First of all, Envelope No. I of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the Institute, a note will be recorded accordingly by the tender opening authority and the said bidder, Envelope, No. II will not be considered for further action but the same will be recorded.
- b) **Envelope No. II:** This envelope shall be opened immediately after the opening of the Envelope No. I, only if the contents of the Envelope No. I, are found to be acceptable to the Institute, the tender (quoted) rates in **Schedule B Column No. 4** shall then be read out.

Acceptance of Tender :

1. Acceptance of tender may be communicated to the supplier by Fax or E mail or by Telephone or otherwise by The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere.

2. The right of not accepting the lowest offer is reserved with The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere. The acceptance criterion of the tender contains the following procedure.
 - a) Full specification of the proposed Software or equipment needs to be submitted along with the tender.
 - b) Please see “**Submission of Tender**”
 - c) Financial Offer
 - d) Original Equipments Manufacture (OEM) certification and authorized dealer certification from the software manufacturer.
3. A conference if required shall be called by the Registrar to negotiate or ascertain the financial offer given by the bidder in comparison with the sub clauses mentioned above and the bidder shall be informed well in advance regarding the date, time and venue of the conference.
4. The right to accept or reject any or all the tenders without assigning any reason thereof is reserved with the Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere.

PAYMENT:

90% payment is to be made on proof of inspection, physical verification, and successful installation of the device by the consignee and remaining 10% will be made after training of the device as per general condition of contract.

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