



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

SINGLE TENDER ENQUIRY

Department: Life Science

Tender Notice No: NITR/PW/LS/2022/02

Dated: 28/02/2022

To

Important Dates

Bidding through

e-Procurement Portal of Ministry of
Education, Govt. of India (e-Wizard)
<https://mhrd.euniwizarde.com/>

**M/s AIMIL Ltd.,
Naimex House, A-8, Mohan Co-
operative Industrial Estate,
Mathura Road, New Delhi-110044**

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of submission of bid	07/03/2022	11:00 AM
Date of Opening of techno-commercial & financial bid	08/03/2022	11:00 AM

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

For any queries kindly contact to:

**Attention:
Prof. Bismita Nayak,
Department of Life Science
NIT Rourkela - 769008
Ph:.0661-2462682
Email : nayakb@nitrkl.ac.in**

Yours sincerely,

Name: Prof. Bismita Nayak,
Dept. Of Life Science

Encl:

- (1) Schedule of requirement, specifications, dates etc.**
- (2) Bid document containing detail terms and conditions.**

1. Schedule of requirements

SL.NO	Description of Goods/Service	Quantity
1.	Non-Comprehensive Service Contract for MALVERN ZETASIZER NANO ZS90 (As per details mentioned in Tender Documents in Annexure-I)	1 Year
2.	12mm o.d. square polystyrene cuvettes(As per details mentioned in Tender Documents in Annexure-I)	1 Unit
3.	Disposable folded capillary cells(As per details mentioned in Tender Documents in Annexure-I)	4 Units

2. Specifications and allied Technical Details

As per Annexure – I

3. Format of Quotation

It is a single bid; please give all specifications and price bid in one envelope.

- The bid should be submitted through <https://mhrd.euniwizarde.com/>
- Quotation should be valid for a period of **60 days** from the date of opening of techno-commercial bid and financial bid.
- Some important dates: -**

i.	Pre-bid Conference	Date: NA	Time: NA
ii.	Last date for submission of bid	Date: 07/03/2022	Time: 11:00 AM
iii.	Opening date of techno-commercial bid & Financial Bid:	Date: 08/03/2022	Time: 11:00 AM

- GST: GST** should be charge according to applicable rates / provision of rates against DSIR Certificate. (If applicable).
- All prices to be quoted on FOR basis (NIT Rourkela) in INR.
- Bid Security (EMD) and Tender Cost: EMD (Earnest Money Deposit)** need to be submitted through online portal only for **INR 10,000/- (Rupees Ten thousand only)** and Tender cost (Non-refundable) through online mode for **INR 500/- (Rupees Five Hundred only)**. The EMD (Earnest Money Deposit) of unsuccessful bidders should be returned to them at the earliest and latest on or before the 30th days after the award of the contract. EMD shall bear no interest. Any bid without accompanying with EMD & Tender Cost is liable to be treated as non-responsive and rejected.
- Performance Security: 3% of contract value** should be deposited to the Institute within 15 days from the date of issue of Purchase Order, in shape of **Demand Draft (DD)/Bank Guarantee** in favor of **"Director, NIT Rourkela"** payable at Rourkela from any Scheduled Commercial Bank except Co-operative and Gramin bank. And Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. EMD (Earnest Money deposit) amount of successful bidder will be returned after the receipt of performance security in case of award of contract to successful bidder.

- 11. Technical Evaluation Criteria:** As per details mentioned in Tender Documents in Annexure-I. Bids are invited from OEM or Authorized vendor. Authorized vendor will submit the Bid Specific OEM along with bid document. The consumables must be compatible with the existing instrument Malvern Zetasizer Nano ZS90.
- 12. Financial Bid Evaluation Criteria:**
Final Price Comparison for the award of contract to decide lowest price(L1) will be made based on the overall prices quoted for the item in BOQ.
- 13.** Please send your quotations through e-Procurement Portal of Ministry of Education Portal <https://mhrd.euniwizarde.com>
- 14.** For technical details, you may contact;

Prof. Bismita Nayak,
Department of Life Science
NIT Rourkela - 769008
Ph: 0661-2462682
Email : nayakb@nitrkl.ac.in

NB: *Please furnish your Dealership Certificate (must) and Proprietary Nature Certificate (If applicable)*



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769008, Odisha, from the intending bidders for supply of the goods/stores/ equipment's for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in **BOQ** in clear terms without ambiguity.
- 1.3 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.4 The last date for receipt of the bid is marked in the enquiry.
- 1.5 The Bid should be uploaded in MOE Portal <https://mhrd.euniwizarde.com/> Please follow the guideline of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.4 above shall not be taken into consideration.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered nonresponsive.
- 1.9 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., techno-commercial bid and financial bid.
- 1.10 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages is acceptable.
- 1.11 If any bidder does not fulfill the technical specification, he/she eligibility will be cancelled even if him/her price got L1 status.
- 1.12 Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD & Tender Cost provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
 - i) Khadi and Village Industries Commission (KVIC)
 - ii) National Small Industries Corporation (NSIC)
 - iii) Any other body specified by Ministry of MSME/GOI

2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

2.1 REGISTRATION PROCESS ON ONLINE PORTAL

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrollment on the e-wizard Portal.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal. Bidders to register upon enrollment their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- c. Bidder must provide the details of PAN number; registration details etc. as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id ewizardhelpdesk@gamil.com for activation of your account.
- d. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- e. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

2.2 TENDER DOCUMENTS SEARCH

- a. Various built in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
- c. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective '**Interested Tenders**' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.3 BID PREPARATION

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Documents in PDF format with maximum single file size of 100 Mb can be uploaded.

2.4 BID SUBMISSION

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc.) as mentioned before submitting the bid.
- d. The Tender Processing Fee(TPF) to be paid by bidder will be governed as per rules of e-wizard portal. Any queries regarding the same will be dealt by e-wizard helpdesk.
- e. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/EMD wherever applicable and enter details of the instrument.
- f. The details of the Earnest Money Deposit (EMD)/Cost of tender document submitted physically to the Dept. and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- g. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- h. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- i. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- j. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- k. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- l. Kindly have all relevant documents in a single PDF file.
- m. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- n. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

2.5 AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the NIT Rourkela reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

2.6 INSTRUCTION TO BIDDERS

- a. Process for Bid submission through ITI E-wizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website <https://mhrd.wuniwizarde.com>. Steps are as follows:

(Home Page ⇨ Downloads ⇨ Bidders Manual)

- b. The tenders will be received online through portal <https://mhrd.euniwizarde.com> in the technical bids, the bidders are required to upload all the documents in pdf format.
- c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'
- d. Tenderers are advised to follow the instruction provided in the 'User Guide and FAQ' for the e-submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>.
- e. The bidders has to **"Request the tender"** to portal before the **"Date for Request tender document"**, to participate in bid submission.
- f. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- g. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- h. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
- i. No deviation to the technical and commercial terms & conditions allowed.
- j. The tender inviting has the right to cancel this e-tender or extend the due date of receipt of the bids.
- k. e-Procurement support any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the **24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Shri Chandan Kumar (+91-9355030604)**

Email Support:

For any eProcurement Application Service Requests and Technical issues related to Document Uploads, Tender Publishing, Issue of Corrigendum, Encryption/Decryption Key issues, Bid Evaluation, Bidder Login issues, New Registration issues, Key Uploads, DSC Key installation, Bid Submission, system users may please mail to support@euniwizarde.com / helpdeskeuniwizarde@gmail.com

3. Conditions of the bid:

- 3.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or Ad Valorem rate must be specified. Packing, forwarding, freight etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 3.2 Duties and Taxes are to be quoted separately. Ad Valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

It may be noted that the Institute is availing custom duty exemption in terms of Notification No. 51/96 – Customs dt. 23.07.1996, Notification No. - 28/2003- Customs dt. 01.03.2003, Notification No. 43/2017 Customs dt. 30.06.2017 & Notification No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notification No- 10/2018 – Integrated tax (Rate) dt. 25/01/2018 & Notification No. - 45/2017- Central tax (Rate) dt. 14.11.2017, Notification No. - 45/2017- Union Territory Tax (Rate) dt. 14/11/2017 & Notification No. 9/2018- Central Tax(Rate) dt 25.01.2018, Notification No. 9/2018 - Union Territory Tax (Rate) dt 25.01.2018, as amended from time to time for research purposes only [Vide DSIR, Ministry of Science and Technology, Government of India, Registration No.: TU/V/RG- CDE (227)/2021, dated: 08.10.2021]

- 3.3 The non-comprehensive service contract shall be valid for One year from the date of issue of Work Order & for consumable goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be reached within **120 days** from the date of advance payment. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 3.4 The bid should remain valid for a period of **60 days** from the date of opening of techno-commercial and financial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 3.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 3.6 The goods/Service offered should strictly conform to the specification and technical details mentioned in Annexure-I.
- 3.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 3.8 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 3.9 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Rourkela to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 3.10 The successful bidder may be required to execute a contract, where applicable.
- 3.11 The bidder has to furnish up to date Income Tax Clearance Certificate along with the bid.
- 3.12 Payment (100 percent) in advance will be made within 30 days against proforma Invoice.
- 3.13 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 3.14 The bid document/resultant contract will be interpreted under Indian Laws.

1. Non-Comprehensive Service Contract (SINGLE YEAR PACKAGE) for MALVERN ZETASIZER NANO series.

- a. Two Preventative Maintenance & Verification during any PM.**
- b. Remote Support: For any Emergency call support over phone & internet as & when required.**
- c. Malvern Software related support.**
- d. Contract Validity: One Year**
- e. Any other terms & conditions for the service may be mentioned for Non-Comprehensive Service Contract (SINGLE YEAR PACKAGE)**

2. Consumables for MALVERN ZETASIZER NANO SERIES

S/N	Part No.	Description of Item
1.	DTS0012	12mm OD square polystyrene cuvettes - (Pack of 100 with stoppers for the Zetasizer Nano series)- ** for Size measurement in aqueous medium
2.	DTS1070	Disposable folded capillary cells (Pack of 10 cells) **for the measurement of zeta potential in aqueous medium
