



## Bhaskaracharya College of Applied Sciences

General Guidelines for the Procurement of Budgetary Item (2018-19)

1. GFR-2017 will be referred for the process of Procurement of each Budgetary Items/Goods hereinafter called the *items/goods* for the respective financial year. Some of its extracted portions are mentioned in Annexure 'A' for convenience only. GFR 2017 shall prevail over this annexure in all matters of procurement by the college. Amendments in the Annexure 'A', if any, will be incorporated as per the notification received from time to time.
2. The below mentioned guidelines should be followed for procurement of items of value upto ₹25,00,000/- (Rupees Twenty Five Lakhs) only.
3. The hitherto special dispensation allowed to Kendriya Bhandar and National Consumer Co-operative Federation (NCCF) and Co-operative stores for procurement of goods standard withdrawn after coming into effect of revised financial rules, 2005. They now stand on the same footing as the other suppliers are.
4. Teacher in charge/ Librarian/ Section officer/ Department in charge/ Convener hereinafter called the *procuring officer* concerned for respective Department will initiate the procurement. Procuring officer should only purchase items mentioned in the budget for the respective financial year.
5. The college has designated all mandatory officers for e-procurement.

Principal	-	Nodal Officer
Ms. Ritu Sareen	-	Tender creator
Mr. Rajiv Dawar	-	Tender Publisher
Convener CPC	-	Bid Opener
Bursar	-	Bid Evaluator
6. A file is required to be made for the purchase of each items. Correspondingly, a unique file no. will be used by the Department for the procurement of the items. The general format of the file no will be **<Purchase/BCAS/Deptt/ Financial year/ Recurring or Non-Recurring/ Budget items no>** for eg. Purchase/BCAS/Elec./ 2018-19/ NR/A.7/ for the items mentioned at serial 7 in the NR budget of the Department of Electronics for the Financial year 2018-19 under budget category A i.e. Critically Essential Equipment.
7. Prior permission from the Principal is required to initiate the purchase of items. The note should justify and mention quantity of the required items along with quantity of the items in hand. A copy of the budget is required to be enclosed while taking the necessary aforesaid approval.

8. The Principal will constitute a ***Local Technical & Purchase Committee (T&PC)***, consisting of minimum three faculty members (excluding the Bursar, Convener CPC or Sanctioning Authority) in the Department, if applicable, including the procuring officer, to finalize the specifications and procurement of the desired item.
9. Once T&PC finalize the specifications, approval to send ***Request for Quotations (RFQ)*** and ***Notice for Inviting Tender (NIT)*** for procurement of the items may be taken from the Principal in continuation of the above note.
10. The approval should contain the complete contents/ text of the quotation (on the new quotation proforma adopted) including the specifications of the items as decided by the T&PC, quantity of the required items (along with quantity of the items in hand), approximate price (as mentioned in the budget) and the details of vendors aimed to send NIT, BOQ etc.
11. The vendors mentioned in the above list should be sent only the NIT. Permission may be sought to float the NIT on the Principal's behalf. Once the approval is obtained the procuring officer concerned can send the NIT on behalf of the Principal after dispatch/through mail.
12. The web based publicity of the NIT/RFQ on the college and/or Delhi University website is mandatory along with Central Public Procurement Portal through Principal's Office. The NIT/RFQ/ CPP form should be duly signed by the Principal with stamp to get it uploaded on the web.
13. The procuring officer should submit the file containing duly signed original documents containing permission, RFQ with all required annexure(s) and details, Tender Creation Form for CPP Portal (CPP Form), BOQ format desired. The soft copy of these documents should be also provided to Tender Creator. Also to be mentioned is the list of documents (max. seven) desired for Technical Evaluation.
14. The procuring officer should submit the file, with scanned copy of the signed and stamped papers for RFQ, to the Tender Creator in the unprotected .pdf format.
15. Tender Publisher would publish the tender on the CPP Portal.
16. The display of dispatch numbers of the vendors who were sent the RFQ/NIT directly by the procuring officer should be avoided in all web based publicity.

17. A documentary proof for its availability on CPP portal, and request to display on college / DU website should be also preserved. A summary sheet from the CPP portal is thus to be printed and put in the file within the prescribed time.
18. Different types of budgetary items, (whose probable supplying vendors are different) should **NOT** be included in the same RFQ and Proposal. Also different budget categories, of one department, should not be clubbed in the same proposal.
19. Quotations will be called, by the Department concerned, by stating only the items specifications without any ambiguity including the desired warranty, if desired on the approved RFQ format.
20. Suitable arrangements should be made to display the request for online quotations on the college website rather than a reply on the mail etc. in the response of RFQ.
21. In all cases quotations should be addressed in the name of the Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110075.
22. Minimum 21 days to be given to vendor to submit their bids avoiding Saturday/ Sundays/ Holidays as the last day of submission.
23. *Corrigendum*, if required to be sent/ publish, should be only through the permission of the competent authority and a soft copy of the duly signed and stamped corrigendum be made available to the tender creator in the pdf format, along with the approval. It should clearly mention the date of publication and previous and modified details for which it has been issued.
24. In order to attract sufficient number of bidders, the specifications should be broad based to the feasible extent.
25. Bids received after the specified date and time for receipt of bids (late bids) should not be considered.
26. Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid.
27. If offline quotations were desired, the technical bid and the financial bid should be sealed by the bidder in separate covers (A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C)

which should also be sealed and super scribed. (within 50 Thousand). It is also to be made clear that the quotations received in response to web based publicity should bear a label as “*Reply to quotation on website*”.

28. The technical bids are to be opened first by the Bid Opener and forwarded to the procuring officer. **Technical Comparison Chart**, as per the attached proforma, needs to be prepared by the local T&PC at this stage. Any discrepancy in any of the technical bids received should be rectified and clearly mentioned in the notesheet, giving proper reference of the page number in the file, before the approval is taken from the Principal to open the financial bid for successful vendors.
29. Copy of this approval should be submitted to bid evaluator for necessary action. Reason of a bid rejection, if any, should be clearly reflected in the notesheet.
30. Financial bids can be opened only on the next working day from the date of approval to open them.
31. At the second stage the financial bids of only those bidders who have been found technically qualified (for further analysis or evaluation, ranking and selecting the successful bidder for placement of the contract) be opened after the due approval of the competent authority. The bid opener would open the financial bids and forwarded to the procuring officer.
32. Purchase file should be properly page numbered and papers should be arranged in chronological order (date wise). Different classification/ categories/ series should be used for the page number. Page no P.1, P.2, ..., P.n for all the communications/ permission from the Principal, Q.1, Q.2, ..., Q.n for the signed papers of quotations received, R.1, R.2, ..., R.n for any rectification/clarification required, C.1, C.2, ..., C.n for any comparative chart and similarly for other classification of papers, if any. Papers related to a sequence should be grouped and placed together.
33. In cases where manufacturer who was initially called for the quotation is not supplying the product directly but through a distributor, an authorization certificate from the manufacturer in original or notarized is mandatory. The certificate should be sent directly to the college. This point should also be clearly reflected in the notesheet with reference to the respective page number.

34. If the above certification from the manufacturer is sent through the distributor concerned, the procuring officer should demand the manufacture for the original certificate to be sent directly to the college again.
35. The envelopes of the distributor should be properly sealed, if offline, and duly super scribed containing the same reference number as that of the manufacturer.
36. Normally, negotiations with bidders after bid opening should not be held. However, negotiation with only lowest evaluated responsive bidder (L-1) may be held in specific circumstances provided the same is found logical and justified in the financial interest of the College.
37. The file will be moved only through the internal **Transit register (TR)** maintained by the different departments. While moving the file, proper submission and receiving date and time has to be noted in the TR.
38. Department should submit the file to Mr. Manish Verma with the proper notesheet and all relevant enclosures, including three different duly filled proforme attached herewith (i) Check list (ii) Technical Comparison Chart (iii) Price comparative statement. All these proforme should be duly signed by T&PC with date.
39. The unit price of the items should not be more than the 25% of the approximate price mentioned in the budget.
40. If different department aims to procure the same items (only if mentioned in their respective budget irrespective of budget category) then the quotation should be sent mentioning the total sum of the quantity required by each department. In no circumstances the NR order of one of the department will be repeated for another department.
41. Different specifications, as may be desired by different departments, of a common item may be added in the same RFQ. The total quantity in the RFQ shall be the sum of all individual requirements.
42. The successful vendors should be asked to submit their complete bank details/ copy of cancelled cheque in the prescribed bank proforma in case the college desires to make the payment through ECS/RTGS/NEFT.
43. Procuring officer concerned shall submit copy of the order, installation and working certificate along with the invoice/ bill of the vendor in the name of

the “*Principal, Bhaskaracharya College of Applied Sciences*” to enable the release of amount of the order along with a copy of the cancelled cheque/ bank details to the accounts section after due entry in the asset register maintained by the care taker of the college.

44. If the department aims to procure a Chemical/ Glassware/ Plastic ware items of particular make/brand, a departmental technical committee of minimum three members including the procuring officer, if applicable, should submit a **Proprietary Usage Certificate (PUC)** in the following format before the procurement:

*For laboratory requirements of the Department of \_\_\_\_\_, items are required to be purchased only of the Brand/ Make \_\_\_\_\_ from manufacturer/ authorized dealer M/S \_\_\_\_\_  
\_\_\_\_\_ (Name of the firm with address). It is further declared that any deviation in respect of material cannot be used because of the reason that \_\_\_\_\_  
\_\_\_\_\_.*

*(Signature with date)*

*Members Technical Committee*

*Procuring Officer*

# Annexure 'A'

## Extracts from GFR-2017

- I. Rule 157 provides that a demand for goods should not be divided into small quantities to make piece meal purchases and to avoid the necessity of obtaining the sanction of higher authority.
- II. *Rule 154- Purchase of goods without Quotations:* As per rule 154, Goods up to the value of ₹25,000/- (Rupees Twenty Five Thousand, including all taxes) only on each occasion may be purchased without inviting quotations/ bids on the basis of a certificate to be recorded by the competent authority in the following format

*“I, \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”*

- Card/direct payment purchase for recurring item only, if desired, only upto to ₹5,000/- with the permission of the Principal.
  - Purchase through order for all procurement between ₹5001/-to ₹24999/-.
  - Order is must for all NR procurement irrespective of the amount of the item procured.
  - Certificate before placing an order.
- III. *Rule 155- Purchase of goods by open Quotations:* As per rule 155, Purchase of Goods costing above ₹25,000/- (Rupees Twenty five thousand) and up to ₹50,000/- (Rupees Fifty Thousand) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of minimum three members of an appropriate level as decided by the Principal. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

*“Certified that we \_\_\_\_\_, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced*

*at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”*

- Decide the specification before the market survey.
- Approval to conduct the Market survey on a specified date is required.
- Four Quotations to be submitted, completed in all respect without requiring any clarification.
- Local area does not includes NCR and should be in the vicinity of 18-20 kms maximum for two consecutive days.
- The open quotations should have similar specifications to be compared in their respective financial offers.
- All Quotations should also bear a diary number in continuation.
- Quotation should bear name and signatures with dates of all the three committee members
- Quotation should have TAX component (rate) even in the quotation having rates with Inclusive ALL.
- Before recommending placement of the purchase order, all the three duly filled enclosed proforme to be attached.
- Order must be finalized within 12-15 working days from the date of initial permission.
- Only once in a year for an NR item. Repetition of an order already executed is not permitted.
- Certificate under 155 with names before placing an order.

IV. *Rule 156- Purchase of goods directly under rate contract:* In case college procures Central Purchase Organisation (e.g. DGS&D/ GeM) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The department shall make its own arrangement for inspection and testing of such goods where required. Items available under DGS&D Rate contract can be procured if the supply order is placed at the address specified in the Contract only.



V. *Rule 162- Open/ Limited Tender Enquiry* may be adopted when estimated value of the goods to be procured is up to ₹25,00,000/- (Rupees twenty five lakhs only).

- Copies of the bidding documents should be sent directly by speed post/registered post etc. to firms which are borne on the list of registered suppliers for the goods in question.
- Kendriya Bhandar and NCCF shall also be included in the list of suppliers.
- Web based publicity to be given for limited tender enquiry on College, Delhi University and Central Public Procurement Portal.
- Sufficient time, normally 30-35 days, should be allowed for submission of bids.
- Two bid system may be followed.
- The number of supplier firms should be more than three (Minimum 4 in case of offline mode)
- Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- Refundable Earnest Money Deposit (bid security) @ 2%-5% of the basic cost of total quoted items/Fixed through in the form submitted through RTGS/NEFT/ Single demand draft in favour of Principal, Bhaskaracharya College of Applied Sciences, should be deposited along with the bid.
- A proof should be sought, if the payment is made online.
- Suppliers registered with Director General of Supplies & Disposals(DGS&D), National Small Industries Corporation ( NSIC), Govt approved sources are exempted. Tender without EMD should be considered unresponsive and rejected.
- The selected vendors will have to pay a performance bank guarantee for an amount equal to Bid Security/10% of the total amount of the equipment/items for the duration of warranty period.
- Date & Time and place of opening of tender should be mentioned clearly.
- A clear terms and conditions to be sent in detail with the tender, as an annexure.

VI. *Tender by Advertisement:* As per Rule 161 of GFR, Invitation to tenders by advertisement should be used for procurement of goods of estimated value of ₹25 lakhs and above.

- Advertisement should be given in the Indian Trade Journal (ITJ) published by Director General of Commercial Intelligence & Statistics, Kolkata and at least in one national daily having wide circulation in which website address should also be given
- Should also be published on College, Delhi University and Central Public Procurement Portal and GeM
- The minimum time to be allowed for submission of bids should be 4-6 weeks from the date of publication of the tender notice/availability of the bidding document for sale whichever is later.
- Downloading bidding document should be free of cost.
- Two bid system may be followed.
- The number of supplier firms should be more than three. (Minimum 4, if offline).
- Refundable Earnest Money Deposit (Bid security) @ 2%-5% of the basic cost of total quoted items similar as above.
- Suppliers registered with Director General of Supplies & Disposals (DGS&D), National Small Industries Corporation ( NSIC), Govt approved sources like MSME are exempted. Other Tender without EMD should be considered unresponsive and rejected.
- The selected vendors will have to pay a performance bank guarantee for an amount equal to Bid Security/10% of the total amount of the equipment/items for the duration of warranty period.
- Date and place of opening of tender should be mentioned clearly.
- A clear terms and conditions to be sent in detail with the tender, as an annexure.

VII. As per Rule 162 the method (V supra) may also be adopted in cases where the estimated value of the goods to be procured is Rupees twenty five lakhs or above.

- if the Principal certifies the demand to be of urgent nature and

- justifies any additional expenditure involved by not procuring through advertised tender enquiry, and
  - if it is specified in writing by the competent authority that it will not be in public interest to procure the goods through advertisement or tender enquiry.
- VIII. Rule 166- In case of procurement of an items from single source or items of proprietary nature under the circumstances only when
- A reasonable justification should be accompanied with the proposal
  - It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
  - In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of Principal has to be obtained.
  - For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the Principal), the required items is to be purchased only from a selected firm.
  - Certificate from the Vendor
  - Certificate from the T&PC members
- IX. The documents to be attached in case of single source or proprietary item are
- Latest proprietary article certificate from the manufacturer in original or notarized in the following format
 

*“This is to certify that (Name of product) is/are our proprietary product and manufactured only by us”.*

(Signature and Seal of the Manufacturer)
  - Sole authorized distributor certificate from the manufacturer in original or notarized in cases where manufacturer is not supplying the product directly but through a distributor.
  - A certificate from the supplier that the items has not been sold at price lower than that quoted to PEC during that financial year. Reasonability of price may be ensured in single tender purchase

- Proprietary article certificate format to be provided by the procuring officer before procuring the goods as per Rule 166 of GFR
  - (i) *The indented goods are manufactured by M/s.....*
  - (ii) *No other make or model is acceptable for the following reasons:-----*
  - (iii) *Concurrence of finance wing/ purchase committee to the proposal vide : .....*
  - (iv) *Approval of the Principal vide : .....*

(Signature with date and designation of the Procuring Officer)

X. The handloom textiles are to be procured only from the outlets approved by the Khadi Village Industries Commission (KVIC) and/or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms).

XI. **Government e-Market place (GeM)**- The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

- (i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- (iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

## Format of the label to be used on quotations

Envelope C: Quotation for the <items description>		
Department of <>	Your Reference No:<> /Reply to Quotation on your website	Dated: <>
Envelope A/ B	<b>The Principal</b> <b>Bhaskaracharya College of Applied Sciences</b> <b>University of Delhi</b> <b>Sector-2, Phase I, Dwarka</b> <b>New Delhi- 110075</b>	Last Date and Time of Receiving the Quotation: <>
A:<Technical Bid> OR B:<Financial Bid>		
From: <Vendor Details>		
Kind Attn: <Designation of the Procuring officer Concerned>		

## Dummy Example:

Quotation for the <items description>		
Department of <Electronics >	Your Reference No:<BCAS/Elec/1234 > /Reply to Quotation on your website	Dated: <May 09, 2018 >
Envelope <b>A</b>	<b>The Principal</b> <b>Bhaskaracharya College of Applied Sciences</b> <b>University of Delhi</b> <b>Sector-2, Phase I, Dwarka</b> <b>New Delhi- 110075</b>	Last Date and Time of Receiving the Quotation: <Wednesday 6/6/2018 by 4:30 p.m. >
<Technical Bid>		
From: <M/S XYZ Delhi-110001>		
Kind Attn: <TIC, Department of Electronics>		

## Checkpoint for purchase (2018-19)

File No. < Purchase/BCAS/Deptt/Financial year/R or NR/Budget items no>

1.	(i) Purchase of Budgetary items	Yes/No
	(ii) If YES then then Recurring/ Nonrecurring	
	Type of Mode of Procurement (Tick $\surd$ one of the following)	
	(a) with/ without quotation upto ₹ 24, 999/-	
	(b) with sealed/ open quotation amounting to ₹ 25,000/- to ₹ 50,000	
	(c) with sealed/ open quotation amounting to ₹ 50,000/- to ₹ 2Lac	
2.	(d) Open/Limited Tender amounting above ₹ 2 Lakhs to ₹ 25 Lakhs	
	(e) Advertised/ Global tender amounting above ₹ 25 Lakhs	
	(f) Proprietary item	
	(g) DGS&D/GeM/ Contract	
	(h) College/other Rate Contract	
3.	Copy of Budget Attached	Yes/No
4.	Quantities of the items aim to be purchased as compared to quantity mentioned in the in the budget	Less/ Equal/ More
	Whether the items a proprietary items?	
5.	If yes, technical justification for the above purchase should be provided by the Department concerned, with the approval of the Principal.	Yes/No
6.	Permission to call the quotations	Yes/No

7.	Quotation posted on the college website, DU, CPPP	Yes/No
8.	Copy of NIT (Notice Inviting Tender) sent to vendors attached	Yes/No
9.	Reference no of quotations received same as the respective dispatch no.	Yes/No
10.	Due date of submitting bids	
11.	Any of the quotation considered which was received after the due date.	Yes/No
12.	(i) Date of opening of technical bid	
	(ii) Date of opening of financial bid	
13.	(i) Technical Comparison Chart attached	Yes/No
	(ii) Any Discrepancy in the above chart	Yes/No
14.	(i) Clarification(s) required from any vendor	Yes/No
	(ii) If Yes, clarification(s) attached	Yes/No
15.	Price Comparative Statement of the eligible vendors attached	Yes/No
16.	Calculation of the Total amount of the order	Yes/No
17.	Total Amount of Budget Sanctioned in ₹	
18.	Total Budget left in hand, if the items is procured as per the proposal in ₹.	
19.	Total Pages enclosed	
	(i) Sr. no of the papers related to communications/ permission from the Principal	P.1 to P.--.

(ii) Sr. no of the papers related to quotations	Q.1 to Q.--
(iii) Sr. no of the papers related to rectification	R.1 to R.--
(iv) Sr. no of the papers related to comparative chart	C.1 to C.--
(v) Any other classified paper attached	

Signature with Date

Name  
 Designation TIC/ Librarian/S.O./Incharge/ Convener  
 Department



## Page No. C.1

File No. < Purchase/BCAS/Deptt/Financial year/R or NR/Budget items no>

<b>Technical Comparison Chart of the File No.</b>				
Single Items Details (as per the items mentioned in the budget)	Vendor 1	Vendor 2		Vendor N
Specification 1	Yes/No	Yes/No		Yes/No
Specification 2	Yes/No	Yes/No		Yes/No
Specification 3	Yes/No	Yes/No		Yes/No
Specification N	Yes/No	Yes/No		Yes/No

Signature with Date

Name

Designation TIC/ Librarian/S.O./Incharge/ Convener

Department

## Page No. C.2

File No. < Purchase/BCAS/Deptt/Financial year/R or NR/Budget item no>

Kindly mention Not Applicable (NA) instead of deleting any entry, wherever required.

<b>Price Comparative Statement of the File No.</b>				
Single Item Details (as per the item mentioned in the budget)	Vendor 1	Vendor 2	.....	Vendor N
Unit Price ₹				
Discount ₹				
AMC Charges, if any ₹				
Installation/ Training Charges ₹				
Insurance charges, if any ₹				
Freight charges, if any ₹				
Service Charges				
GST/TIN No.*				
Service Tax No.				
Warranty period Years				
GST ₹				
Any Other ₹				
Quantity Required				
Remarks				
Total ₹				

\*Mandatory for the vendor getting an order for procurement of the budgetary item.

Signature with Date

Name  
Designation TIC/ Librarian/S.O./Incharge/ Convener  
Department



## BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: [bhaskaracharya.college@gmail.com](mailto:bhaskaracharya.college@gmail.com)

### E-Procurement Tender Notice

The College invites ONLINE bids as per Two bids System (Technical and Financial) from eligible bidders through e-procurement <https://eprocure.gov.in/eprocure/app>

Our Enquiry Ref No : BCAS/Quot./20	___/___/___
Dated :	___/___/20___
Tender fee (Rs.) :	
Bid download start Date and Time :	___/___/20___, ___ hrs
Bid submission start Date and Time :	___/___/20___, ___ hrs
Last date and time for Bid Submission :	___/___/20___, ___ hrs
Date and Time of Bid Opening :	___/___/20___, ___ hrs
Tender Value (Rs.) :	
EMD(Rs.) :	
Bid Validity :	Up to 31.03.2019

**Subject: Invitation of ONLINE 2 fold bids for the procurement of \_\_\_\_\_  
by the Department of \_\_\_\_\_.**

Dear Bidder,

Only the online bids are invited for the procurement of Laboratory Equipment/ \_\_\_\_\_ as per the details attached as Enclosure-I of the item(s).

S.No.	Name of Item(s)	Quantity Required	Minimum Specifications
1.			Enclosure I
2.			

#### **IMPORTANT:**

- All details regarding the subject tender are available on websites [www.bcas.du.ac.in](http://www.bcas.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
- Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>
- Manual bids shall not be accepted.
- For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>
- Bidder is advised to follow the instructions provided in the 'Instructions to the Contractors/Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>
- Bid documents may be scanned with minimum 100dpi with black and white option in pdf format.

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A', while submitting your offer; otherwise your offer may not be considered.

1. All the communication with the college should be addressed only to "Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
2. Online Quotations will be two fold (a) one technical bid consisting of all technical details and supporting documents (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
4. Corrigendum, if any, will be published only on the above websites only.
5. GFR 2017 will be applicable for any procurement made.

Yours Sincerely,

**Principal**

### ANNEXURE 'A'

- I. The bids should be valid upto 31 March 2019.
- II. Non-refundable tender fee of ₹ \_\_\_\_\_/- and a refundable Bid Security/ Earnest Money Deposit @\_\_ % of the cost of total quoted price of the items OR a fixed amount ₹ \_\_\_\_\_/- should be remitted through DD or online through RTGS/NEFT to the following account separately. DD must reach the college in the department concerned, sealed in original, before the bid submission date and time having tender and bidder details at its back. The College will not be responsible for any missing information and any postal or delay because of whatsoever reason. EMD in any other form, other than that opted by the college in tender document, may lead to cancellation of the bid submitted.

Name of account holder	PRINCIPAL, BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
Bank name	ANDHRA BANK
Branch name with complete address, telephone number and email	SECTOR-10, DWARKA, NEW DELHI-110075. 011-25075256, 011-25071813
IFSC Code	ANDB0001132
Is the branch also NEFT enabled?	YES
Type of bank account	SAVING
Completer bank account number	113210100039203
MICR code of bank	110011023

A copy of RTGS/NEFT transfer report should be submitted along with the bid submitted separately for tender fee and EMD. EMD exemption will be applicable as per Govt. rules.

- III. The bid security of the successful bidder will be treated as the performance security for the contract or the warranty period. GFR 2017 will be applicable in regard of bid and the performance security deposited
- IV. If the successful bidder fails to execute items 80% of the amount ordered, the bidder will be blacklisted from the college for at least for 5 years and the performance security deposit shall stand forfeited.
- V. Bid submitted by a bidder who has been blacklisted in the college will be summarily rejected and its EMD for this tender shall stand forfeited.
- VI. Tenderer who has downloaded the tender from aforesaid sources **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited. Also tenderer is liable to be banned from doing business with the college.
- VII. The final offered rate (only in the financial bid) shall be quoted by the bidder, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the bidder in words shall be taken as correct.
- VIII. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority.
- IX. The following scanned and signed documents are to be furnished by the bidder along with **Technical Bid** as per the tender document. Incomplete bid is likely to be rejected with no claim whatsoever to the bidder.
  - a. **Proof for payment of Tender document Cost (Tender Fee) and/or Earnest Money Deposit**
  - b. Certificates like Registration certificate, GST No., PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn etc.
  - c. Proof of Annual Turnover, Net Profit for last three years
  - d. Copy of **Tender Acceptance Letter & Letter of authorization to submit bid**.
  - e. An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government/DU institution and there has been no litigation with any government department on account of IT services.
  - f. No near relative certificate
  - g. The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable
  - h. Technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, complete details of the customers for the last 3 years
  - i. Copy of **Technical data sheet**
  - j. Copy of the cancelled cheque and/or any other document in support of the quoted item only with the technical bid of their respective offer

- X. The following documents are to be furnished by the bidder along with **Financial Bid** as per the tender document:
- a. Price bid undertaking in the format provided in the tender
  - b. Schedule of price bid in the form of BOQ\_XXX.xls provided in the tender
- XI. University of Delhi is registered with the DSIR for the purpose of availing Custom duty exemption and Central Excise duty exemption via TU/V/RG-CDE(14)/2016 Dated August 26, 2016 valid upto 31.08.2021.
- XII. The firm/company should have experience of supplying & installation for similar Equipments/ Instruments to institutes of National repute.
- XIII. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc. regardless of the conduct or outcome of the bidding process.
- XIV. Sealed bids submitted personally/ post and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- XV. All the pages of bid being submitted must be **Signed with Sealed and Sequentially** numbered by the bidder irrespective of nature of content of the documents before uploading.
- XVI. The period of warranty of the item purchased would start only after successful installation and satisfactory functioning, training (if required) of the same.
- XVII. The college reserves the right to change the number of items to be procured as also their quantity.
- XVIII. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XIX. The Principal also reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XX. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or bidder.
- XXI. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XXII. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XXIII. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XXIV. The college may ask the bidders for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XXV. The bidders will have to provide their complete bank details in the prescribed proforma used above for EMD submission, in case the college desires to make the payment through ECS/RTGS.
- XXVI. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XXVII. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXVIII. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXIX. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXX. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXXI. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXXII. Any mismatch or contradictory information in your tender document may lead to cancellation of your bids.
- XXXIII. While submitting bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The bidder submitting an offer in the response of this enquiry is assumed to have accepted our terms and conditions stated above.

Bidder's Letter Head

**UNDERTAKING to be submitted with the Financial bid of the tender**

From: (Full name and address of the Bidder)

To,

The Principal  
Bhaskaracharya College of Applied Sciences  
University of Delhi  
Sector 2, Phase I, Dwarka  
New Delhi- 110 075

Dear Sir,

1. I/ we, the undersigned bidder, hereby submit the Price Bid for your tender reference no \_\_\_\_\_ for the \_\_\_\_\_ and related activities as envisaged in the Bid document.
2. I/we have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/we undertake to supply the items as per specifications desired in your tender. Any deviations may lead to cancellation of award as per tender terms and conditions.
4. I/we offer to execute the work at the rates as indicated in the price Bid as per the award of contract, if applicable.

Yours Faithfully,

Signature and Seal for Bidder

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**BID CHECKLIST to be submitted with the Technical Bid**

Sl. No.	Item Description	Yes/No	Bid Reference
1.	Tender Fee Enclosed and/or EMD Enclosed		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted		
5.	Annual turnover for last three years		
6.	Registration Certificates		
7.	No near relative certificate		
8.	Technical literature/ manual etc.		
9.	Technical bid as per format, if any.		
10.	Undertaking and Price Bid as per format		

**Government e-Procurement System**  
<http://eprocure.gov.in>

**TENDER INPUT FORM**

**(A) Basic details:**

1	Tender Reference No. *	
2	Tender Type *	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Work Contract <input type="checkbox"/> Auction <input type="checkbox"/> Service Contract <input type="checkbox"/> Buy <input type="checkbox"/> Empanelment <input type="checkbox"/> Sell <input type="checkbox"/> Buy & Service
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
6	Allow Resubmission *	<input type="radio"/> Yes <input type="radio"/> No
7	Allow Withdrawal *	<input type="radio"/> Yes <input type="radio"/> No
8	Allow Offline Submission *	<input type="radio"/> Yes <input type="radio"/> No
9	Payment Mode *	<input type="checkbox"/> Offline <input type="checkbox"/> Online
9 (a)	If Offline :	<b>Instruments :</b> <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> DD-Demand Draft
9 (b)	If Online :	<b>Banks :</b> <input type="checkbox"/> ICICI <input type="checkbox"/> UTI <input type="checkbox"/> SBI <input type="checkbox"/> PNB

**(B) Cover details:**

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	
3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	

**Government e-Procurement System  
Tender Work Input Form**

4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	
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**(C) NIT Document (only .jpg and .pdf files are supported)**

SNo	File name	Type:	Size:
1			

**(D) Work Item Details:**

1	Work Item Title *	
2	Work Description *	
3	Pre qual. Details	
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR
8	Bid Validity days * If other, specify	<input type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30
9	Completion Period in months	
10	Location (Work/services/items) *	
11	Pin code	
12	Pre Bid Meeting *	<input type="radio"/> Yes <input type="radio"/> No
	If Pre Bid Meeting is Yes	
12 (a)	Pre Bid Meeting Place *	
12 (b)	Pre Bid Meeting Address *	
13	Bid Opening Place *	
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> Others
15	Inviting Officer *	
16	Inviting Officer Address * Phone/email:	



**Government e-Procurement System**  
*Tender Work Input Form*

**(E) Fee Details:**

<b>1</b>	<b>Tender Charges:</b>	
<b>1 (a)</b>	<b>Tender Fee</b>	
<b>1 (e)</b>	<b>Tender Fee Payable To *</b>	
<b>1 (f)</b>	<b>Tender Fee Payable At *</b>	
<b>1 (b)</b>	<b>Processing Fee</b>	
<b>1 (c)</b>	<b>Surcharges</b>	
<b>1 (d)</b>	<b>Other Charges</b>	
<b>2</b>	<b>EMD Fee</b>	<input type="radio"/> Fixed <input type="radio"/> Percentage
<b>2 (a)</b>	<b>If EMD Fee is Fixed EMD Amount:</b>	<b>If EMD Fee is Percentage EMD Percentage (%):</b>
<b>2</b>		
<b>3</b>	<b>EMD Exemption Allowed</b>	<input type="radio"/> Full <input type="radio"/> Partial <input checked="" type="radio"/> None
<b>3 (a)</b>	<b>If EMD Exemption Allowed is Partial, EMD Exemption Percentage %</b>	

**(F) Critical Dates:**

DD / MM / YYYY

Hrs Mins

<b>1</b>	<b>Publishing Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2</b>	<b>Document Sale Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>3</b>	<b>Document Sale End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>4</b>	<b>Seek Clarification Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>5</b>	<b>Seek Clarification End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>6</b>	<b>Pre Bid Meeting Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="Time"/>	<input type="text" value="-"/>	<input type="text"/>
<b>7</b>	<b>Bid Submission Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>8</b>	<b>Bid Submission End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>9</b>	<b>Bid Opening Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Government e-Procurement System**  
*Tender Work Input Form*

**(G) Bid Openers Selection:**

	Name/Designation	Email ID
BO1		
BO2		
BO3		

**(E) Uploading the Tender documents:(only pdf ,jpg,xls & rar files allowed)**

SNo	File name	Description	Type	Size:
1				
2				
3				
4				
5				

**Prepared by:**  
**Name/Designation**

**Approved by:**  
**Name/Designation**

**Date of updation:**

**Seal of the Office of the TIA:**