



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
[Institute of National Importance established under the Act of
Parliament]

Mubarakpur, Mukhtia, Bahadurpur

Post: Harbanshganj, Jais, Amethi

Pin Code- 229 304

Website: www.rgpt.ac.in

E-TENDER

FOR

PROCUREMENT OF 01 No. CHNS ANALYZER

TENDER NO. RGIPT/Jais/E-Tender-CRF-SS/2018-19/04

Dated: 14.01.2019

Dated: LAST DATE OF SUBMISSION OF TENDER – 06.02.2019

Tenders can be downloaded from www.rgpt.ac.in and <https://rgpt.euniwizard.com/>

For any information, other modifications and/ or corrigendum may kindly visit the above websites.

Bid Address to the	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Mode of Submission	Online Mode
Indenter	Name: Dr. Shivanjali Sharma Department – Petroleum Engineering Email: ssharma@rgipt.ac.in Mobile No. 07081921764
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 09450376642

E Tendering Helpdesk Number: 011-49606060/7398741154/7982696347/7042643428

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com

ewizardkrishn@gmail.com

**E- TENDER ENQUIRY FOR THE SUPPLY & INSTALLATION OF
01 No. CHNS ANALYZER
AT RGIPT, AMETHI (IN TWO PART BID SYSTEM)**

Online Tenders from reputed Original Equipment Manufacturers/ Authorized Dealers for **PROCUREMENT OF 01 NO. CHNS ANALYZER** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304.

Type of Tender	E-TENDER (OPEN)
Place of Opening of E-Tender	Conference Room, 2 nd Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
E-Tender No.	RGIPT/Jais/E-Tender-CRF-SS/2018-19/04
E-Tender Date	14.01.2019 (Monday)
Item Description	CHNS Analyzer
Tender Type	<u>Two Bid System</u> : Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
Earnest Money Deposit (EMD)	Rs. 121000.00 (Rupees One lakh twenty one thousand only) - Through online mode only
Pre-Bid Meeting	21.01.2019 (Monday) at 3.30 p.m - Conference Room, 2 nd Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
Last date of submission of E-Tender	06.02.2019 (Wednesday) on or before 03.30 p.m
Date & Time of Opening of Techno-Commercial bid	06.02.2019 (Wednesday) at 04.00 p.m
Date & Time of Opening of Financial Bid	Will be announced later
E-Tender Processing Fee (ITI Limited)	RS 7500+(Applicable GST@18%) through e-payment Gateway available on https://rgipt.euniwizard.com
Technical Clarification	Name: Dr. Shivanjali Sharma Department: Petroleum Engineering Email: ssharma@rgipt.ac.in Mobile No. 07081921764
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 09450376642
Date: 14.01.2019	

Dated: 14.01.2019

Dear Sir,

Quotations are invited online for supply & installation of “01 CHNS ANALYZER” in **Two-Part Bid System** as per specifications mentioned below: -

ITEM PARTICULARS

Enquiry No:-RGIPT/Jais/E-Tender-CRF-SS/2018-19/04

Date: 14.01.2019

Sl. No.	Item Description
1	01 CHNS Analyzer (Technical Specifications as per tender document)

The last date and time of receipt of bid is **06.02.2019 (Wednesday) on or before 3.30 pm.**
Bids will be opened on **06.02.2019 (Wednesday) at 4.00 pm.**

Terms & Conditions

1. **Tender filling up and submission**
 - a. Tender offer must refer to the letter/Notice inviting the Tender.
 - b. The bid should be uploaded online mentioning “**Supply & Installation of 01 CHNS Analyzer**” to **Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.**
 - c. Bids must be submitted online against above mentioned tender.
 - d. All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
 - e. The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of **GST** and the rates quoted should be valid for at-least 60 days from the date of opening of the quotation. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
 - f. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
 - g. The tender document is not transferable.
 - h. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
 - i. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
 - j. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. **EMD (Earnest Money Deposit)**

The EMD should pay only in online mode on <https://rgipt.euniwizard.com> of **Rs.121000.00 (Rupees One lakh twenty one thousand only)**. No interest shall be paid on earnest money deposited.

- a) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
- b) **The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.**
- c) **The EMD of successful bidder will be returned after the submission of Performance Security.**

3. **Performance Security**

The successful bidder will provide "Performance Security" for an amount of 10% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favouring "Rajiv Gandhi Institute of Petroleum Technology" payable at RGIPT, Jais, Amethi Campus Branch. **Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier (Total Period of FDR/Demand Draft – Warranty Period plus 180 days)**. Thereafter the security will be returned, provided there is no defect in the equipment supplied.

4. **Evaluation Criteria**

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total in Financial Bid (**Bidder must submit the technical bid & financial bid separately**).

5. **Bid Validity**

The bid must be valid for 180 days from the date of opening of Technical Bid.

6. **Payment terms**

In Indian Currency Payment terms - 80% payment will be released against successful supply of equipment at site i.e Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and balance 20% after installation & commissioning of the equipment and subject to submission of original Bill/ Invoice as certified by the Indenter.

In Foreign currency payment -80% payment by an irrevocable letter of credit favouring Principal Company and for compliance of payment term, two weeks prior to dispatch of the equipment on submission of letter from Principal Company confirming that the equipment is ready for dispatch and on receipt of documents without any discrepancies and balance 20% will be paid after satisfactory installation and commissioning as certified by the indenter.

7. **Price Validity**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Centre Govt. / state Govt. or Local authorities.

8. **Warranty**

Five Years onsite warranty with spares and AMC of the equipment should be mandatory for 3 years is required on all the items. Warranty period will start from the date of installation.

9. **Delivery**

The timely delivery of 01 CHNS Analyzer is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within maximum 10-12 weeks from the receipt of Purchase Order.**

10. **Bid Acceptance and Rejection**

- a. RGIPT reserves the right to reject the bid without assigning any reason what so ever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

11. **Late Receipt of Bids**

No bids will accepted or considered after the due date and time.

12. **Liquidity Damage Clause**

In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.

13. **Replacements of Goods Broken, Damaged or Short**

If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.

14. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

15. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

16. **Only one PRICE BID should be submitted for the above item.**

EMD should be pay only in online mode on <https://rgipt.euniwizard.com> .

Terms & Conditions must be fulfilled for Eligibility in the tender -

Sl. No.	Description
	The EMD of Rs. 121000.00 (If the EMD is not paid, then the bid will be automatically rejected) is to be pay online.
1	Technical Specification Compliance Statement -(On the letter head of the Company) - Annexure -1
2	Manufacturer's Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure - 2
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 3
4	Declaration Certificate (Acceptance of terms & conditions of the tender) – In defined format (On the letter head of the Company) - Annexure - 4
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - 5
6	Copy of Firm Registration
7	Copy of PAN Card & GST No.
8	Bidder should have 3 years' experience in the selling and providing service of similar equipment to reputed Petroleum Engineering Colleges/Oil Companies/Research Institutes/ Central Universities/ IITs/NITs/IIITs/IISERs etc. (Self-Declaration) – List of Clients & Purchase Orders
9	The Bidder or their OEM should possess any valid standard certification like ISO 9001:2008 & 14001:2004.
10	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant
11	Last three years CA certified turnover certificate (<u>Average Turnover of last three years should be Rs. 50.00 Lakh</u>)
12	Last 3 year Income Tax Return (ITR)
13	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission

Technical Specification for Elemental Analyzer for Coal, Coke and Soil mixing Coal Samples – CHNS Analyzer

- The system must be capable of doing Carbon, Hydrogen, Nitrogen and Sulphur analysis in the sample of Coal, Coke, Biomass and liquid Fuels like Naphtha, Bio-Diesel, Crude oil etc.
- Fully automatic Computer controlled Elemental Analyzer measurement of C, H, N, S
- Compliance: Should conform to ASTM D 5373-93, ASTM D5291-91, ASTM D 1552-16, ASTM D 4239
- Sample Weight: **Up To 100%**
- Sample Size or weight: 10.1 mg to 500 mg.
- Analysis range: 0.01-100% for all Five elements
- Furnace Temperature: 1050 deg C or higher to ensure complete oxidation of samples. Provision for Flash Combustion with Tin Boats is preferable. Sample should fall in furnace thru gravity.
- Furnace should be guaranteed for at-least 5 years or more.
- Furnace temperature and oxidation time should be operator programmable to suit the sample. C, H, N, S & O should be measured using TCD or IR detector.
- Furnace / Combustion Temperature : 1100°C/1800°C
- GC Oven Temperature : 40-110°C
- Detection Limit: At least 1.0 µgms or less for all elements.
- Sample handling: Auto-sampler should be provided for analysis of all elements – C, H, N, S & O for solid and liquid samples. The auto-sampler should be 50 place or more. It should be operating electrically through computer control. If operated pneumatically air compressor should be included as essential supply with the main instrument.
- The auto sampler should be offered for all elements C H N S &O
- Balance: Suitable electronic balance of 0.001 mg accuracy (*a balance of minimum 1 µgm sensitivity is required for the sample size upto 10mgs*) with weight transfer facility.
- Analysis Time: Not more than 10 minutes for CHNS Analysis
- Solid Sample Packing: Should be supplied with required accessories for sample packing.
- Consumables: Should be supplied with consumables for 5000 sample analysis in C H N S.
- Computer: Processor Speed> 2.5 GHz, 160 GB HDD, 1GB RAM, CD- ROM, FDD, 18” Colour monitor, Serial and parallel ports, Multimedia Kit, laser printer ,Online UPS with required capacity to run the integrated system including computer (min 5KVA **for 20 sample back-up, in case of power failure**) , 230VAC, 50Hz Single Phase I/P & O/P, Qty 1
- Data management software to collect and store data, perform advanced calculations, recalculate a result, run queries (searches) generate statistics, create reports and archive data.
- Gas, Cylinder & Regulator: For Helium and Oxygen with two stage regulators –for each Unit with safety certificate for refilling.

- Training on operation and routine maintenance for CHNS Analyzer and its Accessories by trained person up to satisfactory performance during installation & Commissioning at our site.
- **Minimum 3 years comprehensive warranty on system with spares.**
- Note: Please submit list of at least 3 users using similar model for Coal / Coke application laboratory.
- Ensure that spares are sufficient for next 10 years after installation of equipment.

Five Years onsite warranty with spares and AMC of the equipment should be mandatory for 3 years is required on all the items. Warranty period will start from the date of installation.

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement should be submitted as per format given in Annexure - I (On the Company's Letter Head)



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR TECHNO-COMMERICAL BID

Part -1

MOST IMPORTANT: PLEASE DON'T ADD OR UPLOAD ANY ANNEXURE OF PRICE BID IN TECHNO-COMMERICAL BID DOCUMENTS. OTHERWISE YOUR BID WILL BE REJECTED.

Checklist for submission of documents for Techno-Commercial Bid

Sl. No.	Description	Enclosed/ Not Enclosed
	The EMD of Rs. 121000.00 (If the EMD is not paid, then the bid will be automatically rejected) is to be pay online.	
1	Technical Specification Compliance Statement - (On the letter head of the Company) – Annexure - 1	
2	Manufacturer’s Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure - 2	
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 3	
4	Declaration Certificate (Acceptance of terms & conditions of the tender) – In defined format (On the letter head of the Company) - Annexure - 4	
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - 5	
6	Copy of Firm Registration	
7	Copy of PAN Card & GST No.	
8	Bidder should have 3 years’ experience in the selling and providing service of similar equipment to reputed Petroleum Engineering Colleges/Oil Companies/Research Institutes/ Central Universities/ IITs/NITs/IIITs/IISERs etc. (Self-Declaration) – List of Clients & Purchase Orders	
9	The Bidder or their OEM should possess any valid standard certification like ISO 9001:2008 & 14001:2004.	
10	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant	
11	Last three years CA certified turnover certificate (Average Turnover of last three years should be Rs. 50.00 Lakh)	
12	Last 3 year Income Tax Return (ITR)	
13	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission	

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,
Director
Rajiv Gandhi Institute of Petroleum Technology
Mubarakpur, Mukhtia, Bahadurpur
POST: Harbanshganj, Jais, Amethi - 229304

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title/Designation: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Yours faithfully,

(Name of manufacturers)

OR

SELF DECLARATION OF MANUFACTURING UNIT

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. datedfor the items vide our bid No.datedare exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU "s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----

Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my/ our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Central Government Department/ State Government Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized `100/- Non Judicial Stamp Paper.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

FINANCIAL BID

FINANCIAL BID – 01 CHNS ANALYZER
(ON THE LETTER HEAD OF THE COMPANY)

(A) Financial Bid in Indian Currency:

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Total Amount (In INR)
1	Basic Cost of 01 CHNS ANALYZER with accessories defined in Technical Specifications Statement of the Tender Document	
2	Add: Packing & Forwarding Charges, If any	
3	Add: Installation & Commissioning Charges, If any	
4	Add: Transportation Charges upto RGIPT, Jais, Amethi, If any	
5	Add: Any other Charges, if applicable (Please specify)	
6	Add: GST (Taxes)	
Total Price (Sum of Sl. No 1 to 6) F.O.R RGIPT, Amethi Price		

Five Years onsite warranty with spares and AMC of the equipment should be mandatory for 3 years is required on all the items. Warranty period will start from the date of installation.

Note: The Institute will provide GST Exemption Certificate.

Total Bid price in Indian currency (INR)_____

In words: _____

Name_____

Business Address_____

Note:

(a) The cost of optional items shall be indicated separately.

Date
Place

Signature of the Tenderer
Stamp

MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS

(B)Financial Bid In Foreign Currency:

Price Schedule Form: Price schedule for goods being offered from abroad in currency other than INR (Indian Rupees)

(Separate form to be used for each item offered)
(ON THE LETTER HEAD OF THE COMPANY)

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

(Separate Prices should be defined for each instrument)

S. No.	Details	Price per unit in ()
	Country of origin	
1	FOB (named port of shipment)	
2	Freight and Insurance up to Indian Airport/port	
3	Total Price at Indian Airport /port (CIP/CIF) (1+2)	
4	**Custom Duty against DSIR certificate (Please mentioned % also)	
5	Custom clearance and other charges, if any (with breakup)	
6	Inland Charges for Insurance & transportation to RGIPT Jais, Amethi	
7	Installation, commissioning and training Charges, if any	
8	If any other charges (Please Specify)	
	Total Price (F.O.R RGIPT, Jais, Amethi Price) (Sum of S. No 1 to 8)	

**** RGIPT, Jais, Amethi have Custom/Excise Exemption Certificate.**

Five Years onsite warranty with spares and AMC of the equipment should be mandatory for 3 years is required on all the items. Warranty period will start from the date of installation.

Total Bid price in foreign currency: _____ words: _____

(a) Indian Agents Name & Address _____

(b) The cost of optional items shall be indicated separately _____

(c) In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.

Date:

Place:

Signature of the Tenderer

Stamp

MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizard.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizard.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the **Registration fee of Rs. 2360/- Per vendor/per year**.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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 with the bidder.
4. Upon enrolment, the bidders will be required to register 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.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizard.com>**

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. 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 formats. Bid Original

documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (**e.g. PAN card copy, annual reports, auditor certificates etc.**) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as **“e-payment” to pay the tender fee / EMD** as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. 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.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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9. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of

the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. 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.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is "011-49606060"**