



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.rgipt.ac.in

E-Procurement of 04 Nos. Digital Magnetic Stirrer with Hot Plate

Type of Tender	E-TENDER (OPEN)
E-Tender No.	RGIPT/JAIS/E-OPN/LAB/2019-20/19
Item Description	Procurement of 04 Nos. Digital Magnetic Stirrer with Hot Plate
Tender Type	Two Bid System: 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.7000/- (Rupees Seven thousand only) – Through online mode only.
Mode of Submission	Online Mode
E-Tender Date	31.05.2019
Pre-Bid Meeting	14.06.2019 (Friday) 3pm
Last date of submission of E-Tender	28.06.2019 (Friday) before 3pm
Date & Time of Opening of Techno- Commercial bid	28.06.2019 (Friday) at 4pm
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of E-Tender	Conference Room, 2nd Floor, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP
E-Tender Processing Fee (ITI Limited)	Rs.750/- + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizarde.com
Bid Address to the	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Technical Clarification (Indenter)	Name: Dr. Shivanjali Sharma Assistant Professor, Petroleum Engineering Email: ssharma@rgipt.ac.in Mobile No.7081921764, +91 535 270 4520
Any other Clarification	Assistant Registrar (Accounts) Email: sajia@rgipt.ac.in , +91 535 270 4564

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

E Tendering Helpdesk Number: 011-49606060/9205898228/9650970101/8210817180

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com, ewizardhelpdesk89@gmail.com

Dated: 31.05.2019

Online Tenders from reputed Original Equipment Manufacturers/ Authorized Dealers for procurement of **04 Nos. Digital Magnetic Stirrer with Hot Plate** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304 in **Two-Part Bid System** as per specifications mentioned below:

ITEM PARTICULARS

TECHNICAL SPECIFICATIONS

Enquiry No: - RGIPT/JAIS/E-OPN/LAB/2019-20/19 Date: 31.05.2019

Item Description: 04 Nos. Digital Magnetic Stirrer with Hot Plate

A. Technical Specifications for Digital Magnetic Stirrer with Hot Plate

- 1) Temperature range: 50 to 500°C
- 2) Load: greater than 10 kg
- 3) Stirring Speed: 100 to 1000 rpm or more
- 4) Stirring Capacity: 5 Litre
- 5) Electrical: 240 V, 50 Hz
- 6) Digital display and control for temperature and stirring rate.

B. On-site Installation and Training free

C. Two years on-site warranty with spares

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement of "04 Nos. Digital Magnetic Stirrer with Hot Plate" should be submitted as per format given in Annexure – I (On the Company's Letter Head)

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 04 Nos. Digital Magnetic Stirrer with Hot Plate" to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
 - c. Bids must be submitted online against above mentioned tender.
 - d. The prices can be quoted in Indian Rupees or Foreign Currency, 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.euniwizarde.com> of Rs.7000/- (Rupees Seven thousand only) – Through online mode only). No interest shall be paid on earnest money deposited.
 - a) The EMD of the unsuccessful bidders will be returned after final 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.
 - d) The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be submitted online for claiming exemption).
3. **Bid Validity:** The bid must be valid for 120 days from the date of opening of Technical Bid.
4. **Payment terms:** 100% payment will be released after successful supply and installation of **04 Nos. Digital Magnetic Stirrer with Hot Plate** at site, i.e. Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi- 229 304 and subject to submission of your original GST Bill/ Invoice as certified by the Indenter.
5. **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.
6. **Warranty:** As specified in the Technical Specification.
7. **Training of Personnel:** As specified in the technical specification.
8. **Delivery:** The timely delivery of the Digital Refractometer is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within 60 days from the placement of Purchase Order.**
9. **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. Evaluation of Lowest bid will be calculated on the total price of all items tendered for basic equipment along with accessories, packing & forwarding, Installation &

Commissioning, GST and other charges etc. as mentioned in the tender (Bidder must submit the technical bid & financial bid separately). The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.

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. Withdrawal of Tender: The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

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 equipment. A bidder who submits more than one PRICE BID, shall be disqualified and considered non-responsive.

Assistant Registrar (Accounts)

Terms & Conditions must be fulfilled for Eligibility in the tender

A. Checklist for submission of quotation (For Technical Bid)

Envelope -1

Sl. No.	Description
1	The EMD of Rs.7000/- (Rupees Seven thousand Only) is to be paid only through online mode on https://rgipt.eunivizarde.com . If the EMD is not paid, then the bid will be automatically rejected.
2	Technical Specification Compliance Statement -(On the letter head of the Company) – Annexure -1
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 2
4	Copy of PAN Card & GST No.

B. Checklist for submission of quotation (For Price Bid)

Envelope-2

Sr. No.	Description	Enclosed/ Not Enclosed
1.	Price Bid Format - Annexure-3	

Technical Compliance Statement for 04 Nos. Digital Magnetic Stirrer with Hot Plate**(ON THE LETTER HEAD OF THE COMPANY)**

Sl. No.	Parts	Specification	Comply (or) Not Comply
1.	"04 Nos. Digital Magnetic Stirrer with Hot Plate"		

Please mention the brand and model no. & name of the equipment:

Place:

Date:

Signature and seal of the Manufacturer/Bidder

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

Price Bid Format for 04 Nos. Digital Magnetic Stirrer with Hot Plate

Si. No.	Item Description	Quantity Required	Unit Rate (INR)	Total Rate (INR)
1	04 Nos. Digital Magnetic Stirrer with Hot Plate (Technical Specification as per Quotation Enquiry)	04		
	Sub Total			
	Add: Taxes (GST)			
	Add: Freight Charges			
	Add: Any other Charges, If Applicable			
	Grand Total (F.O.R, RGIPT, Jais Price)			

Signature of the Bidder with stamp

Date:

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.euniwizarde.com>.

REGISTRATION

1. Bidders are required enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizarde.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.euniwizarde.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 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.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 “011-49606060/7398741154/9205898228/9650970101” and E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com, ewizardhelpdesk89@gmail.com**