



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-TENDER

FOR

PROCUREMENT OF 01 No. SCANNING ELECTRON
MICROSCOPE (SEM)

TENDER NO. RGIPT/Jais/E-Tender-CRF-AR/2018-19/11

Dated: 08.02.2019

LAST DATE OF SUBMISSION OF TENDER – 06.03.2019

Tenders can be downloaded from www.rgipt.ac.in and <https://rgipt.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. Amit Ranjan Department – Chemical Engineering Email: aranjan@rgipt.ac.in Mobile No. 09473672998 |
| 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. SCANNING ELECTRON MICROSCOPE (SEM)
AT RGIPT, AMETHI (IN TWO PART BID SYSTEM)**

Online Tenders from reputed Original Equipment Manufacturers/ Authorized Dealers for **PROCUREMENT OF 01 NO. SCANNING ELECTRON MICROSCOPE** 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-AR/2018-19/11 |
| E-Tender Date | 08.02.2019 (Thursday) |
| Item Description | Procurement of 01 No. Scanning Electron Microscope (SEM) |
| 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. 265000.00 (Rupees Two lakh sixty five thousand only) - Through online mode only |
| Pre-Bid Meeting | 18.02.2019 (Monday) at 4.00 p.m - Conference Room, 2 nd Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi |
| Last date of submission of E-Tender | 06.03.2019 (Wednesday) before 03.30 p.m |
| Date & Time of Opening of Techno-Commercial bid | 06.03.2019 (Wednesday) at 4.00 p.m |
| Date & Time of Opening of Financial Bid | Will be announced later |
| E-Tender Processing Fee (ITI Limited) | Rs.7500.00 + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizard.com |
| Technical Clarification | Name: Dr. Amit Ranjan Department: Chemical Engineering Email: aranjan@rgipt.ac.in Mobile No. 09473672998 |
| Any other Clarification | Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 09450376642 |
| Date: 08.02.2019 | |

Dated: 08.02.2019

Dear Sir,

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

ITEM PARTICULARS

Enquiry No:-RGIPT/Jais/E-Tender-CRF-AR/2018-19/11

Date: 08.02.2019

| Sl. No. | Item Description |
|---------|---|
| 1 | 01 Scanning Electron Microscope (Technical Specifications as per tender document) |

The last date and time of receipt of bid is **06.03.2019 (Wednesday) on or before 3.30 pm.**
Bids will be opened on **06.03.2019 (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 Scanning Electron Microscope**” 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.euniwizard.com> of **Rs.265000.00 (Rupees Two lakh Sixty five thousand 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.**

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. 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.

5. **Bid Validity**

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

6. **Payment terms**

A) 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.

B) 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.

Reimbursement of Expenses in Indian Rupees: The Institute will reimburse the expenses in Indian Rupees related to custom duty, custom clearance charges, transportation charges upto RGIPT, Jais, Amethi to the Indian Counterpart after the installation and commissioning of equipment at site (Upto maximum limit defined in the bid) i.e Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi – 229304 and subject to submission of original bill certified by the Indenter.

7. **Clearance and delivery**

On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to RGIPT, Jais, Amethi premises. The Tenderer/ bidder will do all types of clearance work and **formalities to deliver/provide the equipment at the site of installation. The expenses incurred will be reimbursed on actual basis not exceeding the quoted amount.** Institute will provide all types of documentary support including Customs Duty exemption certificate. The custom duty, custom clearance charges, transportation charges etc. will be reimbursed in Indian Rupees on subject of submission of documentary proof. This may be included in your quotation as a separate item. **Principals will themselves have to procure any requisite permission from the Govt. of country of origin of equipment.**

8. **Part Shipment not allowed**

Part Shipment will NOT be allowed.

9. **Printed Conditions of the Company – Not Acceptable to the Institute**

RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. ***RGIPT shall accept only unconditional tender.***

10. **Technical Deviations – Sole discretion of RGIPT for consideration**

If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. **However it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer.** No correspondences of the Tenderer will be entertained in this matter.

11. **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.

12. **Warranty**

Five Years warranty with spares will start from the date of installation.

13. **Delivery**

The timely delivery of 01 No. Scanning Electron Microscope (SEM) is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within maximum 16 weeks from the date of opening of LC.**

14. **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.

15. **Late Receipt of Bids**

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

16. **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.

17. **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.

18. **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.

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

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

21. **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.**

Stores & Purchase Officer

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. 265000.00 (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 (related Equipment) to reputed Central Government Institutes/Petroleum Engineering Colleges/ Universities/ Oil Companies/ Research Institutes/ IITs/ NITs/ IISERs (Self Declaration) – List of Clients & Purchase Orders of Scanning Electron Microscope |
| 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. 150.00 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 |
| 14 | MOST IMPORTANT: Document related to prior installation and service – At least 20 Academic and R&D National Organizations |

Technical Specifications of Scanning Electron Microscope

| | |
|---|---|
| FEG | Thermal FEG (Schottky) |
| Accelerating voltage | Lower limit 20 volts or less, Higher limit 30KV or higher |
| Resolution | .8nm or better @15 KV& 1.4 nm or better @1KV. |
| Magnification | 10x to 10,00,000x or better. |
| Probe current | 100 nA or better. The system should have ability to increase the probe current for fast microanalysis, while still maintaining a small spot size and small volume of excitation for high resolution. |
| Specimen stage | 5 axes motorized Eucentric |
| X - Y (mm) | X=100mm or more,Y=80mm or more , Z=40mm or more Tilt= -3to 70 degree or more |
| sample size (dia) | should accommodate sample size of 100mm or more |
| Rotation (degree) | 360 degrees continuous |
| Probe current | Suitable to achieve the resolution /100nA or more . |
| Soft landing technique for imaging at non conducting samples. | Beam Deceleration/Beam Booster technology/Gentle Beam technology or equivalent for high resolution imaging at low KV. |
| Electron Optics : | Beam Deceleration/Beam Booster technology/Gentle Beam or equivalent for high resolution imaging at low KV. Magnetic/Electrostatic/hybrid objective lens assembly etc. for high resolution imaging of magnetic materials with shorter working distance. The lens system must be water cooled. |
| Detector | i) In lens SE detector /upper detector or equivalent detector. ii) Chamber mounted SE detector. iii) BSE detector. |
| Auto functions | Automatic focus, Automatic stigmator, Automatic contrast and brightness. Provision of gun alignment through software. |
| Sample chamber | Large chamber with sufficient number of accessory ports keeping in view the upgradability of the system in future. |
| EDS | Peltier cooled (LN2) free SDD detector with minimum resolution 130 eV or less with quantitative, qualitative analysis, mapping, phase mapping, line scan capabilities, |

| | |
|--------------------------|---|
| | standard sampler for calibration should be provided with detector area 30 mm ² or more. Detection from B(5) to U(92) or better. |
| Vacuum | Fast and dry pumping system, preferably TMP and ion pump based systems. |
| Upgradability | For WDS and EBSD |
| Chamber scope | Chamber camera should be available |
| Accessories | <ul style="list-style-type: none"> a) High resolution printer. b) Chiller. c) Compressor. d) Infrared chamber scope (IRCCD) f) Interface between SEM and EDS g) Joystick/Track ball or equivalent device for stage motor control . h) FESEM quality gold coater with touch screen interface . j) 5 nos of carbon tape k) Control panel /operation key board for manual overriding of frequently used parameters like magnification, contrast , brightness, astigmatism etc. l) 3 emitters to be supplied as and when required in spite of the emitter life time. m) Suitable UPS with one at least hour backup. n) At least 5 rolls of carbon Tape. o) Cross sectional sample holder p) Specimen current monitor with Faraday cup. q) Latest available windows platform with compatible SEM/EDS software and secondary monitor in case primary provided with the system is small. r) Standard samples for calibrating spatial resolution and calibrating EDS. |
| Warranty and Maintenance | 5 yrs or more, all inclusive. |

| | |
|------------------------------------|--|
| Prior installation and service | At least 20 Academic and R&D National Organizations |
| Insurance and on-site delivery | From warehouse to the RGIPT site of installation |
| Other service related requirements | Training sessions will be required. An operator for one year with all expenses to be borne by the supplier |

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement of Scanning Electron Microscope 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. 265000.00 (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 (related Equipment) to reputed Central Government Institutes/Petroleum Engineering Colleges/ Universities/ Oil Companies/ Research Institutes/ IITs/ NITs/ IISERs (Self Declaration) - List of Clients & Purchase Orders of Scanning Electron Microscope | |
| 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. 150.00 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 | |
| 14 | MOST IMPORTANT: Document related to prior installation and service - At 20 Academic and R&D National Organizations | |

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Compliance Statement for 01 No. SCANNING ELECTRON MICROSCOPE
(ON THE LETTER HEAD OF THE COMPANY)

| Sl. No. | Parts | Specification | Comply (or) Not Comply |
|---------|---------------------------------|---------------|------------------------|
| 1. | 01 Scanning Electron Microscope | | |
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Please mention the brand and model no. & name of the equipment:

Place:
Date:
Bidder

Signature and seal of the Manufacturer/

**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. dated
.....for 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
Tenderer

Signature of the

Place

Stamp

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



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

FINANCIAL BID

The Company can bid in Foreign Currency or Indian Currency

In the given format

FINANCIAL BID – 01 SCANNING ELECTRON MICROSCOPE (SEM)
(ON THE LETTER HEAD OF THE COMPANY)

(A) Financial Bid in Indian Currency:

I) Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

| S. No. | Details | Total Amount (In INR) |
|---|--|-----------------------|
| 1 | Basic Cost of <u>01 SCANNING ELECTRON MICROSCOPE (SEM)</u> with accessories defined in Technical Specifications Statement of the Tender | |
| 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, Jais, Amethi Price | | |

Five Years warranty with spares from the date of installation.

Note: The Institute will provide DSIR & GST Exemption Certificate.

II) For Local Supplies -

| S. No. | Details | Total Amount (In INR) |
|---|---|-----------------------|
| 1 | Cost of <u>Local Supplies</u> defined in Technical Specifications Statement of the Tender Document (Please mention the items) | |
| 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, Jais, Amethi Price | | |

I) Total Bid price in Indian Currency (Equipment Cost with accessories) : _____

In words: _____

II) Total Bid price in Indian currency (Local Supplies) : _____

In words: _____

Grand Total - I + II = _____

(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

(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)

I) Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

(Separate Prices should be defined for each instrument)

| S. No. | Details (Basic Cost of Equipment with accessories) | 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 warranty with spares from the date of installation.

II) For Local Supplies -

| S. No. | Details | Total Amount (In INR) |
|---------------|--|------------------------------|
| 1 | Cost of Local Supplies defined in Technical Specifications Statement of the Tender Document (Please mention the items) | |
| 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, Jais, Amethi Price | | |

I) Total Bid price in foreign currency: _____ In words: _____

II) Total Bid price in Indian currency: _____ In words: _____

Grand Total - I + II = _____

(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.
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”**