



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
 [An Institute of National Importance established under an Act of Parliament]
 Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: www.rgipt.ac.in

E-Procurement of Porous/EOR microfluidics kit

Type of Tender	E-TENDER (OPEN)
E-Tender No.	RGIPT/AEI/Tender/2022-23/03
Item Description	Procurement of Porous/EOR microfluidics kit
Tender Type	Two-Part 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)	No EMD is required as per office memorandum no.F.9/4/2020-PPD, Dated: November 12,2020, Department of Expenditure, Ministry of Finance, Govt. of India.
Mode of Submission	Online Mode
E-Tender Date	20.06.2022 (Monday)
Pre-Bid Meeting	27.06.2022 (Monday) at 3:00 PM (Through Video Conferencing) Video Conferencing through Google Meet Link: https://meet.google.com/tki-cuna-jau?hs=224
Last date of submission of E-Tender	11.07.2022 (Monday) on or before 3.30 pm
Date & Time of Opening of Techno- Commercial bid	11.07.2022 (Monday) at 4.00 pm
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of E-Tender	Conference Room, Administrative Building, AEI, Sivasagar, Assam
E-Tender Processing Fee (ITI Limited)	Rs.1000/- + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizarde.com
Bid Address to	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Technical Clarification (Indenter)	Name: Dr. Srawanti Medhi Assistant Professor, Department of Petroleum Engineering, AEI Sivasagar Contact number: +91-8954798218

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

INSTRUCTIONS FOR BIDDERS

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.
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**

E-Procurement of Porous/EOR microfluidics kit

Online Tenders from reputed Original Equipment Manufacturers/Authorized Dealers or sellers for Porous/EOR microfluidics kit are invited by Rajiv Gandhi Institute of Petroleum Technology, Amethi for Assam Energy Institute, Sivasagar, Assam, PIN: 786001 (A center of the Rajiv Gandhi Institute of Petroleum Technology, Amethi) in Two-Part Bid System as per specifications mentioned below:

ITEM PARTICULARS

TECHNICAL SPECIFICATIONS

Porous/EOR microfluidics kit

RGIPT/AEI/Tender/2022-23/03

Date: 16.06.2022

- i. Dual syringe pumps: A syringe pump having two accumulators or two separate syringe pumps with programmable flowrates is required to push the fluids (oil & injection fluid) into the microchips.
- ii. Syringe accumulators: For storage and discharge of displacing (injection fluid) and displacing/imbibed fluid (oil).
- iii. CCD Camera Microscopic objective: To observe flow profile
- iv. Microfluidic chip platform: To support the porous micro-chip and enable connections. It also assured no leakage.
- v. Micro-chips: (1) Porous/EOR chip with uniform network.
(2) Porous/EOR Chip with physical rock network.
(3) Porous/EOR Chip with random network.
- vi. Connection kit and accessories: Connectors consists of side connectors, tubing to pump connectors, stainless steel connectors, Teflon connectors, electrical connectors etc. Accessories consist of flow splitters, connectors, polymeric tubing cutter, ferrules, flat bottom nuts, Teflon plugs etc. All the necessary accessories must be included that ensures proper functioning of the entire kit.
- vii. One year warranty from the date of installation.
- viii. The following components of the kit are to be provided:

Sl, No.	Name of the units	No. of units
1	Syringe pump	2
2	Adapter kit EU	1
3	Fluidic Connect Pro chip holder - topconnect	1
4	Syringe to tube connection kit	1
5	Microchip - uncoated - topconnect - random network	3 units
6	Microchip - coated - topconnect - uniform network	3 pack
7	Microchip - coated - topconnect - physical rock network	3 pack
8	Side-connect connection kit	1
9	Tubing to pump connection kit	1
10	Flow splitters	As per connections
11	Fluid connector insert set	1
12	Camera – (CMOS sensor)	2
13	Casing	
14	Syringe 1ml	2
15	Syringe 10ml	3
16	Reservoir 250ml	1
17	15m 1/16” ETFE tube (ID 0.25mm)	1
18	Tube cutter	1
19	Ferrules	5

20	USB stick that contains necessary manuals	1
21	Union PEEK	2
22	Fingertight fitting PEEK	4
23	Ferrule PEEK for fingertight fitting	4
24	Ferrule ETFE for fingertight fitting	4
25	Luer to 10-32 thread adapter	2
26	Plug	2
27	Sleeve	4

Technical Specifications Compliance Statement of Porous/EOR microfluidics kit 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. The bid should be uploaded online, mentioning “Supply & Installation of **Porous/EOR microfluidics kit** to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
- b. Bids must be submitted online against above mentioned tender.
- c. The prices should be quoted in Indian Rupees only, 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.
- d. The rates quoted should include freight charges upto Assam Energy Institute, Sivasagar, Assam clearly mentioning the percentage/rate of GST and the rates quoted should be valid for at- least 180 days from the date of opening of the financial bid. The rates must be quoted both in figures and words and overwriting should be avoided. However all cuttings/corrections must be duly authenticated.
- e. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- f. The tender document is not transferable.
- g. 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.
- h. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- i. Canvassing in any form is for bidden and will be a criterion for disqualification.
- j. The Principal Company must be responsible for all the items (software/hardware/accessories) even if procured through a third party for its functioning and maintenance.

2. EMD (Earnest Money Deposit):

- a) No EMD is required as per the office memorandum no: F.9/42020-PPD, Dated: November 12, 2020. Department of Expenditure, Ministry of Finance, Govt. of India. The Bidder must submit the Bid Security Declaration as an **Annexure-6**
- b) If any the firms registered with DGS&D, MSME & NSIC 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. **Performance Security:** The successful bidder will provide “Performance Security” for an amount of 3% 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 60 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 (Marks based evaluation) & 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:**

100% payment will be released against successful supply, instatallation and commission of the equipment at site i.e Assam Energy Institute, Sivasagar, Assam subject to submission of original Bill/ Invoice as certified by the Indenter.

7. **Clearance and delivery:** On arrival of shipment/consignment, the supplier is required to arrange the transportation of the consignment up to Assam Energy Center, Sivasagar, Assam (A center of 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.

8. **Part Shipment not allowed:** Part Shipment will NOT be allowed.

9. **Insurance:** For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "Warehouse to Institute" (final destination) on "All Risks" basis including War Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. If orders placed on CIF/CIP basis, the insurance should be up to Assam Energy Center, Sivasagar, Assam (A center of RGIPT, Jais, Amethi).

10. **Bank Charges:** All the bank charges within India will be borne by the Institute and outside India will be borne by the Supplier.

11. **Site Preparation:** The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements.

12. **Resolution of Disputes:** The dispute resolution mechanism to be applied pursuant shall be as follows:

i. In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

ii. In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

13. Live working product Demo of same or similar item is necessary (at the cost of bidder) for all the bidders, if asked for, within the ONE week of opening the technical bid.

14. **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.

15. **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.

16. **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.

17. **Warranty:** As specified in the Technical Specification.

18. **Delivery:** The timely delivery of “**Porous/EOR microfluidics kit**” is the essence of contract. The supply should be completed with the specified delivery. Delivery shall be completed within maximum 12 weeks from the placement of purchase order/from the date of opening of LC.
19. **Bid Acceptance and Rejection:**
 - a. RGIPT reserves the right to reject the bid without assigning any reason whatsoever.
 - 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.
20. **Late Receipt of Bids:** No bids will accepted or considered after the due date and time.
21. **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.
22. **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.
23. **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.
24. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.
25. Authorized representative may choose to be present at the time of opening of quotation at their own cost.
26. **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.**

Sd/-
Chairman Purchase Committee

Terms & Conditions must be fulfilled for Eligibility in the tender

Sl. No.	Description
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 and Declaration Sheet as per Annexure - 4A .
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/Engineering Colleges/ Universities/ Oil Companies/PSUs/ Research Institutes/ IITs/ NITs/ IISERs (Self Declaration) – List of Clients & Purchase Orders of <u>Porous/EOR microfluidics kit/Petroleum Engineering related equipments/Microscopic equipments</u> to be submitted.
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. 10 lakhs (Rupees Thirteen Lakh only)</u>)
12	Last 3-year Income Tax Return (ITR)
13	A bid security declaration must be submitted Annexure-6
14	MOST IMPORTANT: Documents related to prior installation and service – At least 3 Academic and R&D National Organizations, Central and State Government Departments/ Institutions/ PSU or Reputed Private Universities in the last 3 years. Annexure - 7



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	Uploaded/ Not Uploaded
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 and Declaration Sheet as per Annexure - 4A .	
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/Engineering Colleges/ Universities/ Oil Companies/ PSUs/Research Institutes/ IITs/ NITs/ IISERs (Self Declaration) – List of Clients & Purchase Orders of <u>Porous/EOR microfluidics kit/Petroleum Engineering related equipments/Microscopic equipments</u> to be submitted.	
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. 10 lakhs (Rupees Thirteen Lakh only)</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 (A bid security declaration must be submitted Annexure-6)	
14	MOST IMPORTANT: Documents related to prior installation and service – At least 3 Academic and R&D National Organizations, Central and State Government Departments/ Institutions/ PSU in the last 3 years. Annexure - 7	

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Annexure - 1

Technical Compliance Statement for Porous/EOR microfluidics kit

(ON THE LETTER HEAD OF THE COMPANY)

Sl. No.	Parts	Specification	Comply (or) Not Comply
1.	<u>Porous/EOR microfluidics kit</u>		

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

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. 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: -----

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to Assam Energy Center, Sivasagar, Assam (A center of RGIPT, Jais, Amethi).

We, further specifically certify that our organization has not been Black-Listed/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. (In case of on-line payment of Tender Fees) UTR No. (For Tender Fee)	
9. (In case of on-line payment of EMD) UTR No. (For EMD)	
10. Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

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 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 Rs. 100/- Non Judicial Stamp Paper.

Bid-Securing Declaration

(Read with Department of Expenditure, Ministry of Finance, Government of India,
Office Memorandum No: F.9/4/2020-PPD, Dated: November 12, 2020)

Date: [insert date (as day, month and year)]

Bid No.: RGIPT/AEI/Tender/2022-23/03

To

Director

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais

Sir

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the RGIPT for the period of time of **3 years** starting on January, 2021, if we are in breach of our obligation(s) under the bid conditions, because we:

- a. have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- b. having been notified of the acceptance of our Bid by the RGIPT during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with Clause- ----- of Tender No -----.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 120-days after the expiration of our Bid.

Signed: ----- [insert signature of person whose name and capacity are shown] In the capacity of ----- [insert legal capacity of person signing the Bid-Securing Declaration]

Name: ----- [insert complete name of person signing the Bid-Securing Declaration] Duly authorized to sign the bid for and on behalf of: ----- [insert complete name of Bidder]

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

Corporate Seal (where appropriate)

[**Note:** In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

List of Govt. Organization/Department/Institutes

List of Government Organization/Department/Institutes for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the Organization	Name of Contact Person	Contact No.

(Signature of the Tenderer)

Name:

Seal of the Company



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR
FINANCIAL BID

For Exemptions: -

1. GST Exemption Notification No. 47/2017- Integrated tax (Rate).

The Company can bid in Foreign Currency or Indian Currency in the given format

The bidder may add rows as per requirement to include the prices of all components/ parts, warranties, installation etc. whichever applicable.

FINANCIAL BID – Porous/EOR microfluidics kit/ Financial Bid:

Tender No.: RGIPT/AEI/Tender/2022-23/03

Name of the Bidder/Tenderer:		
Name & Model No of offered goods:		
Sl. No.	Details	Total Amount (In INR)
1	Basic Cost of Porous/EOR microfluidics kit with accessories defined in Technical Specifications Statement of the Tender	
2	Add: Cost of Comprehensive Warranty	
3	Add: Packing & Forwarding Charges, If any	
4	Add: Installation & Commissioning Charges, if any	
5	Add: Transportation Charges up to Assam Energy Center, Sivasagar, Assam (A center of RGIPT, Jais, Amethi), if any	
6	Add: GST (Taxes)	
Total Price (Sum of Sl. No 1 to 6) F.O.R AEI, Sivasagar Price		
Total Price in words		
The Institute will provide DSIR & GST Exemption Certificate.		
II. Local Supplies		
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 up to Assam Energy Center, Sivasagar, Assam (A center of RGIPT, Jais, Amethi), if any	
5	Add: Cost of Warranty	
6	Add: GST (Taxes)	
Total Price (Sum of Sl. No 1 to 6) F.O.R AEI, Sivasagar Price		
Total Price in words		
Grand Total (I + II)		
Grand Total Price in Words		
Indian Agents Name & Address		
The cost of optional items shall be indicated separately		

Date

Signature of the Tenderer

Place

Stamp