



TENDER NO: DHSGSU/SP/RC/2025/916

Date: 02.01.2025

**NOTICE INVITING TENDER FOR RATE CONTRACT OF
LABORATORY CHEMICALS, GLASS WARES, PLASTIC WARES
FILTERS AND ACCESSORIES**

TABLE OF CONTENTS

S.NO.	DESCRIPTION	PAGE NO.
01	ABOUT THE VISHWAVIDYALAYA	2
02	BRIEF OF TENDER	2
03	CRITICAL DATES OF TENDER	3
04	PROCEDURE FOR SUBMITTING BIDS	4
05	TECHNICAL QUALIFICATION CRITERIA	5
06	TECHNICAL BID	5
07	PRICE BID	7
09	ANNEXURE – I (GENERAL TERMS AND CONDITIONS)	8-11
10	ANNEXURE – II (UNDERTAKING)	12
11	ANNEXURE –III (PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY)	13
12	ANNEXURE –IV (DRAFT AGREEMENT FORMAT)	14-15
13	ANNEXURE –V (DETAILS OF ANNUAL RATE CONTRACT)	16
14	ANNEXURE – VI (EXEMPTION/ RELAXATION CLAIM FORM)	17
15	ANNEXURE – VII (INSTRUCTIONS FOR ONLINE BID SUBMISSION)	18-20
16	ANNEXURE – VIII (PRICE BID ITEM NO. 1 TO 3)	21-23

ABOUT THE VISHWAVIDYALAYA: Doctor Harisingh Gour Vishwavidyalaya Sagar (A Central University), formerly University of Saugar, was established on 18th July 1946 by Dr. Sir Hari Singh Gour (founder VC) by his lifetime saving. The University is situated 5 Km. east of Sagar city and its campus covers an area of 1312.89 acres over Pathatiya Hills connected to the Vindhya Range, surrounded by lush green forest (about 100 acres) within its campus and has effectively contributed to the maintenance and preservation of ecosystem and its biodiversity. It is one of the finest picturesque campuses in India. The NAAC appointed by UGC has awarded 'A' Grade re-accreditation to this University. This University is declared as a Central University w.e.f. 15th Jan 2009. The University is developing in a congenial peaceful disciplined and enthusiastic atmosphere.

BRIEF OF TENDER:

Work Description	Quantity	Cost of Tender Document	Estimated cost of Contract in Rs.	EMD in Rs.
TENDER FOR RATE CONTRACT OF LABORATORY CHEMICALS, GLASSWARES, PLASTICWARES FILTERS AND ACCESSORIES	AS AND WHEN REQUIRED	NIL	60,00,000=00	20,000=00

The Tender Document can be downloaded from website of the Vishwavidyalaya <http://www.dhgsu.edu.in> and CPPP site <http://eprocure.gov.in/eprocure/app>.

Tenders are invited under two-bid system, through **online mode only**, from established, reputed and experienced manufacturers of laboratory chemicals, glass wares, plastic wares, filters and accessories on behalf of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.).

Tender should be submitted on or before stipulated date as mentioned in the tender document through **online mode only**. Manual bids shall not be accepted.

Registrar,
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

CRITICAL DATES OF TENDER:

S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	03/01/2025	09:00
02	Bid Submission Start Date & Time	03/01/2025	09:00
03	Bid Submission End Date & Time	24/01/2025	18:00
04	Date & Time of EMD submission and requisite document in original to the Vishwavidyalaya through Speed Post	31/01/2025	18:00
05	Technical Bid Opening Date	27/01/2025	15:00

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked/required, otherwise, the bid will be rejected.
3. Submission of tender document confirms that bidder has unconditionally accepted all terms and conditions stipulated in the tender document.
4. The bidder has to submit the tender well in advance before the prescribed time to avoid any delay or problem during the submission process.
5. In case the date of opening of tenders declared is a holiday or off day, the tenders shall be opened on the next working day at given time.

Registrar,
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

1) PROCEDURE FOR SUBMITTING BIDS

- i) Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions “Instructions for Online Bid Submission” provided in Annexure- VII for online submission of bids.
- ii) Tenders will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Financial Bid through **ONLINE** mode only.
- iii) EMD and other requisite document in original should be sent to the address as mentioned below in an envelope, duly super scribed as EMD along with Tender No.:

**TENDER FOR RATE CONTRACT OF LABORATORY CHEMICALS, GLASSWARE,
PLASTICWARE, FILTERS AND ACCESSORIES**

TENDER NO.

Dated:-

To

REGISTRAR

Dr. Harisingh Gour Vishwavidyalaya

Sagar(A Central University)

Sagar- 470003

Madhya Pradesh

From:- M/s.....

Contact No:.....

E-mail ID:.....

2) TECHNICAL QUALIFICATION CRITERIA

- i) Earnest Money Deposit (EMD) should be submitted in form of Demand Draft/FDR in favour of the Registrar, Dr Harisingh Gour Vishwavidyalaya Sagar. EMD of unsuccessful bidders will be refunded after finalization of the tender. **EMD should be submitted through Speed/ Registered Post only.** No interest shall be payable on EMD. EMD may be deposited through NEFT/RTGS to following detail (UTR No. Should be submitted online as well as hard copy):

Name: The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar

Name of Bank: State Bank of India

Account No.: 10186725260

IFCS code: SBIN0001143

Branch: University Campus Sagar (M.P.)

The EMD can also be deposited through University Samarth portal from the following link:

<https://dhsgsu.samarth.edu.in/feeportal/index.php/site/login>

The copy of the EMD payment receipt must be attached with the technical bid document

Exemption/ Relaxation Claim along with requisite documents be submitted by the Bidders registered as MSEs who will be allowed exemption in EMD submission, as per Rule 170 of GFR 2017. Exemption and/ or relaxation can be claimed by submitting copy of certificate/ license/ any other document as per the rules/norms. Only manufacturers will be considered as MSE(s) and will be eligible to be exempted from submission of EMD as per the MSME guidelines.

- ii) The firm must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Govt./PSU Department/ Other Organization; not convicted by court of law; acceptance of all terms and conditions of the tender document.
- iii) Copy of PAN, GST and Manufacturer's valid license/registration certificate.
- iv) **Printed copies of the Catalogue / latest Price List of the products [1 Book and 1 Pen drive containing 1 editable soft copy (in excel / word file) and one pdf copy] be sent through speed post and should reach to The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar within 7 days from last date of the bid submission.**
- v) Documentary evidence for the average annual turnover of Rs 30 Lakhs from a practicing CA or CMA with valid UDIN for last three consecutive assessment years i.e. 2021-22, 2022-23, 2023-24.
- vi) Copy of authorization Letter issued in the name of distributor/dealer. After materializing of agreement with the manufacturer, orders may be placed to the distributor/ dealer as mentioned in the aforementioned authorization letter.

- vii)** It is to be ensured by the bidder that every page of the tender documents and the enclosed copies of the certificates be signed with seal.
- viii)** List of organizations, Research Laboratories & Educational Institutes where the firm is on rate contract or has been supplying the items, along with their performance certificates.

3) TECHNICAL BID DOCUMENTS

The Technical bid should be submitted online having following documents in PDF format:

- i)** Signed scanned copy of Undertaking Annexure- II.
- ii)** Copy of PAN, GST and Manufacturer's valid license/registration certificate.
- iii)** Signed and scanned copy of authorization letter issued in the name of distributor/ dealer.
- iv)** Signed and scanned copy of average annual turnover of Rs 30 Lakhs from a practicing CA or CMA with valid UDIN for last three consecutive assessment years i.e. 2021-22, 2022-23, 2023-24.
- v)** List of Government Organizations for whom the Bidder has undertaken such work during last three years along with performance certificate Annexure- V
- vi)** Signed and scanned copy of EMD or Exemption/ Relaxation Form (Annexure – VI) along with requisite documents, if exemption/ relaxation claimed.

Bidders registered as MSEs will be allowed exemption in EMD, as per Rule 170 of GFR 2017. Exemption and/ or relaxation can be claimed by submitting copy of certificate/ license/ any other document as per the rules/norms.

4) PRICE BID

- i) The Price bid should be submitted online in downloaded format.
- ii) The price bids of only those firms will be opened who are found technically qualified after evaluation technical bids, based on the documents & information submitted by the tenderer.
- iii) GST will be paid as per rule.
- iv) **Rates given in price list of manufacturers will be taken in to account for placing orders after taking effect of discount offered.**
- v) Price bids will be finalized based on highest discount offered for products of a particular brand. The separate discount should be offered as applicable for Laboratory Chemicals, Glass Wares, Plastic Wares and Filters and Accessories in price bid.
- vi) All such bidders will be offered to enter in to a rate contract who were found qualified as per above.

ANNEXURE-I
GENERAL TERMS AND CONDITIONS

1. RATES:

- i) Rates quoted should be in Indian Rupees (INR) on FOR destination at DR. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on **DOOR Delivery basis**, inclusive/ mentioning of all the charges including all taxes, packing, unpacking, loading, unloading, transportation and insurance etc.

2. Validity of the Offer:

- i) The duration of the rate contract will be for a period of 1 year from the date of award of contract and can be extended upto 3 years on annual basis with mutual consent. Failure to submit security deposit within prescribed time will result into cancellation of award and forfeiture of EMD.
- ii) The rate contract will be initially for one year so the discount quoted on catalogue price shall remain valid for one year or till next Rate Contract is finalized. No request for rate revision shall be entertained during this period.
- iii) If tenderer denies honoring any purchase order or withdraws his/her offer during the said validity period EMD or Performance Security Deposit shall stands forfeited.

3. CONTRACT:

- i) The qualified tenderer(s) who is offered the rate contract will have to give acceptance within 07 days on receipt of such communication. Further, an agreement having terms and conditions laid down in tender documents will require to be signed on prescribed format within 15 days of acceptance of such order.
- ii) The agreement would be signed on a non-judicial stamp paper of Rs 1000/- and cost of which is to be borne by the qualified tenderer.
- iii) The contract will remain valid up to one year from the date of agreement and it will be extendable up to maximum of three years on annual basis with mutual consent.

4. DELIVERY:

- i) Delivery of desired item at the Vishwavidyalaya will have to be completed within time period of 10 days for indigenous items and 45 days for imported items from the date of issue of Purchase Order.
- ii) Suitable extension of time may be granted on reasonable ground after the approval of CA.

5. FORCE MAJEURE:

- i) "Force Majeure" shall mean any event beyond the reasonable control of the purchaser and/ or supplier notwithstanding the reasonable care of the party affected.
- ii) If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- iii) Delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not:
 - a) constitute a default or breach of the Contract
 - b) give rise to any claim for damages or additional cost or expense occasioned thereby
 - c) If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.

6. PERFORMANCE SECURITY DEPOSIT:

- i) The successful tenderer (Supplier) will be required to furnish a performance security deposit of Rs. 50000/-.
- ii) The Performance Security Deposit shall be in the form of Demand Draft/FDR/Bank Guarantee from any Nationalized Bank including SBI in favour of the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar.
- iii) It shall be submitted within 14 days from the date of communication of award.
- iv) It shall remain valid up to 60 days beyond all contractual/ obligations.

7. TERMS OF PAYMENT:

- i) 100% payment will be made on successful delivery.
- ii) The Vishwavidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalty, if any.
- iii) The payment mentioned in this point includes all types of payments due to the supplier arising on account of this contract.
- iv) All payments shall be made by NEFT/RTGS/DBT only after fulfillment of a) and b) above. Supplier should provide bank account detail in the following format:

1	Name of Bank	
2	Address of the Branch	
3	IFSC	
4	Bank Account No.	
5	Type of Account	

8. PENALTY FOR DELAYED DELIVERY:

- i) In the event of delayed delivery, Installation & Commissioning i.e. after the expiry of the period as mentioned in P.O., the bidder shall be liable for a penalty deduction at a rate 1% per week of delay to be computed on per day basis.
- ii) The maximum levy of compensation shall be 5% of the contract value.

9. NO QUANTUM BUSINESS IS ASSURED:

Enlistment under Rate Contract with Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) does not ensure business any quantum, whatsoever. The bidder and its authorized vendor should be willing to promptly supply even very low quantities of items under Rate Contract (RC) on the RC prices & terms to Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.). Refusal to do so will be viewed as default under the RC.

10. DISPUTE:

- i) In case of any disputes, the decision of the Vice Chancellor of the Vishwavidyalaya shall be final and binding on the Bidders.

ii) ARBITRATION

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Vishwavidyalaya and the Bidder/ contractor in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration appointed by the Vice Chancellor, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) who shall give written award of his decision to both the parties.

- iii) All legal disputes shall be subjected to jurisdiction of Sagar (M.P.) court(s) only.

11. CLARIFICATION:

For any clarification with respect to technical specifications, please contact the In-charge (Store & Purchase) Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on email id.: drsp@dhgsu.edu.in

12. FALL CLAUSE:

- i. The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or offers to sell the stores of identical description to any individual / organization / body etc. during the currency of the rate contract.
- ii. If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person (s) /organization (s) / body etc. including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable

under the contract, it shall forthwith inform such reduction or sale or offer to sale to the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the Vishwavidyalaya about the reduction in the sale price and continues to charge higher rates, **excess money so charged is liable to be recovered from the seller. Furthermore, such firm is liable to be debarred from doing any business with the Vishwavidyalaya for two years.**

13. GENERAL INSTRUCTIONS:

- a. Any other term/rule/clause not specifically mentioned here, GFR 2017 shall be referred.
- b. Tenderer who has downloaded the tender document from the Vishwavidyalaya website and/or CPPP website shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the Vishwavidyalaya.
- c. Intending tenderers are advised to visit the website www.dhsgsu.ac.in regularly till closing date of submission of the tender for any corrigendum/addendum/amendment which could be uploaded subsequently against this tender.
- d. No unsolicited correspondence shall be entertained after submission of the offer.
- e. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
- f. To safe guard the interests of the University, additional terms & conditions will be incorporated in the purchase order, if needed.
- g. The Bidder(s) must be authorized business partners of Global/National service providers of the respective Software Packages.
- h. The Bidder(s) should not be involved in any Bankruptcy filing for protection from it.
- i. The necessary service support should be provided by Bidder(s) during the agreement period.
- j. In case the tenderer withdraws, modifies or changes his/her offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
- k. Conditional bids shall be summarily rejected.
- l. The Vice-Chancellor, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) reserves the right to accept or reject any bid or tender and / or withdraw the Purchase Order without assigning any reason, whatsoever.

ANNEXURE- II

(To be submitted on letter head of the tenderer firm/organization)

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions as mentioned in the tender document and all terms and conditions are acceptable to me as a bidder.
2. I/we undertake that my firm/organization----- (name of firm/ organization) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organization/ PSU.
3. I/we undertake that my firm/organization----- (name of firm/ organization) has not been convicted by court of law.
4. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Seal and signature of Tenderer along with official stamp

ANNEXURE-III

PERFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with relevant Act)

Ref: Bank Guarantee No. _____

Registrar,
Dr. Harisingh Gour Vishwavidyalaya,
Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. _____ dated ____ M/s _____ having its registered/ Head office at _____ has participated in the said bid.

As an irrevocable Bank Guarantee against Performance Guarantee for an amount of _____ valid up to _____, is required to be submitted by the bidder as a condition precedent for commencement of the contract of supply of softwares/ equipment, the amount is liable to be forfeited on the happening of any contingencies mentioned in the bid documents and contract agreement.

We, the _____ (name of bank & branch) having our head office at _____ guarantee and undertake to pay Immediately on demand by The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the amount _____ (In figures and words) without any reservation, protest, demur and recourse. Any Such demand made by said owner shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

We, _____ (name of bank & branch) hereby further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our Branch office at SAGAR, MP situated at _____ (Address of local branch at SAGAR MP), not later than next working day, when presented.

This guarantee shall be irrevocable and shall remain valid up to _____. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s _____ on whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this _____ Day of _____ 20__ at _____

Witness

Signature _____
Name _____
Address _____

Signature _____
Name _____
Designation _____
Bank's Common Seal _____
Official Address _____

ANNEXURE - IV

Agreement to be signed for supply of chemicals etc. (to be stamped in accordance with relevant Act)

This agreement is made on day of _____ 2025 between the Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar - 470003, Tendering Authority hereinafter referred to as "The Vishwavidyalaya",

And

M/s a registered company with registered office at -----
-----called as "Supplier" and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the "Supplier" has tendered for providing -----**for Supply** to "The Vishwavidyalaya", as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted by the Vishwavidyalaya and the "Supplier" has deposited **with the tendering Authority the sum of Rupees=00 (Rs. only)** as Performance Security Deposit for the fulfillment of this agreement. NOW IT IS HEREBY AGREED between the parties hereto as Follows:

1. The " Supplier " has accepted the contract on the terms and conditions set out in the Tender Inviting Notice No. DHSGSU/SP/RC/2025/----- dated ----- which shall hold good during period of this Agreement.
2. Supplier agreed to provide the desired item at the rate mutually agreed upon and within time period of as per tender document/ PO days from the date of receiving of purchase order issued by the Vishwavidyalaya.
3. Supplier agreed to provide service and to respond to complaints so that the maximum downtime during warranty period should not be more than 48 hours from the time the complaint is lodged.
4. Upon breach by the " Supplier " of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine the same and put an end to this agreement without prejudice to the right of "The Vishwavidyalaya", to claim damages for antecedent breaches thereof on the part of the " Supplier " and also to reasonable compensation for the loss occasioned by the failure of the " Supplier " to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the " Supplier " to "The Vishwavidyalaya".
5. Upon the determination of this agreement whether by efflux of time or otherwise, performance security deposit shall after the expiration of two months from the date of such determination be returned to the "Supplier " without any interest and after deducting there from any sum due by the "Supplier " to "The Vishwavidyalaya", under the terms and conditions of this agreement.

6. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the University to the " Supplier " hereby covenants with the University to provide the equipment and to cure defects therein, in conformity with all the provisions of the Contract.
7. The Tendering Authority hereby covenants to pay the " Supplier " in consideration of the equipment/Chemical and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
8. In case of not supplying items except the Tendering Authority shall be entitled to forfeit performance security deposit of the Supplier.
9. In the event of action to be taken, the "Supplier " shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bill/ claim of the " Supplier " be made good by a credit note within the stipulated period for the purpose.
10. This agreement shall remain in force as prescribed in the tender document.
11. All other terms & conditions of the tender document will be part of the agreement.

Saving Clause: Notwithstanding whatever mentioned in the above clauses supplier will abide by rule/norms/guidelines of Govt. of India issued from time to time.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Authorized Signatory
For and on behalf of

Authorized Signatory
For and on behalf of M/s

Dr. Harisingh Gour Vishwavidyalaya, Sagar

Witness 1 _____

Witness 1 _____

Witness 2 _____

Witness 2 _____

ANNEXURE – V

(To be submitted on letter head of the tenderer firm/organization)

DETAILS OF ANNUAL RATE CONTRACT

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with performance certificate or work orders)

S. N.	Name of the organization	Rate Contract details with purchase orders	Amount of order

Signature of Bidder

Name:-----

Designation:-----

Organization Name:-----

Contact No.:-----

E-mail Id :-----

ANNEXURE - VI

EXEMPTION/ RELAXATION CLAIM FORM

I-----S/D/W of----- is authorized signatory
of M/s-----participating in
tender No.-----

I am claiming exemption/ relaxation for following clauses of technical requirement:

- 1.-----
- 2.-----
- 3.-----

Copy(ies) of rules/ norms of Government of India and requisite registration/ license as
mentioned below is/ are attached for consideration:

- 1.-----
- 2.-----
- 3.-----

Seal and signature of bidder

ANNEXURE – VII

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal.

More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Online Bidder Enrolment ” on the CPP portal which is free of charge.
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 number as part of registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudra 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. Bidders 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.

SEARCHING FOR THE TENDER DOCUMENTS

1. There are various search options built in the CPP portal, to facilitate the bidders to reach active tenders by several parameters. These parameters could Tender ID, Organization Name, Location, Date Value, etc. There is also an option of advanced search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take in to 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. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of document that need to be submitted. Any deviations from these may lead to rejection 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/ XLS/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of 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. annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid 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.
3. Bidder has to select the payment option as “offline” to pay 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 original should be posted to the concerned official latest by the last date as specified in the tender document. The details of DD/ other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in 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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of bidder). No other format is acceptable.

6. 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. The confidentiality of bids is maintained using the secured Socket Layer 128 bit encryption technology. 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. 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 process of online bid submission or queries relating to CPP portal in general may be directed to the 24X 7 CPP Portal Helpdesk.

ANNEXURE- VIII (Item No. -1)

(Laboratory Chemicals)

Price Bid

Name of Tender: Annual Rate Contract for procurement of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Accessories.

Qty: - As and when required basis of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Accessories.

1.	Laboratory Chemicals
-----------	-----------------------------

(Bidders should quote “destination price” i.e. at Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) mentioning all statutory taxes (except GST), Insurance, forwarding charges, packaging and handling charges, third party expenses and all other charges etc. in the prescribed format only. GST will be paid as per rule.)

I. NO	ITEMS NAME	Make/ Brand & Packing etc (Pack size compulsorily to be mentioned in offer)	Unit	Rate	% of Discount
1.	Laboratory Chemicals			As per price list of the manufacturer	

**Signature of the Bidder
Name & Address with Stamp**

ANNEXURE- VIII (Item No.. -2)

(Laboratory Glassware)

Price Bid

Name of Tender: Annual Rate Contract for procurement of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Accessories.

Qty: - As and when required basis of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Minor Instruments.

(Bidders should quote “destination price” i.e. at Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) mentioning all statutory taxes (except GST), Insurance, forwarding charges, packaging and handling charges, third party expenses and all other charges etc. in the prescribed format only. GST will be paid as per rule.)

S. NO	ITEMS NAME	Make/ Brand & Packing etc (Pack size compulsorily to be mentioned in offer)	Unit	Rate	% of Discount
2.	Laboratory Glass ware			As per price list of the manufacturer	

**Signature of the Bidder
Name & Address with Stamp**

ANNEXURE- VIII (Item No. 3)

(Plastic Ware and Filters & Accessories)

Price Bid

Name of Tender: Annual Rate Contract for procurement of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Accessories.

Qty: - As and when required basis of Laboratory Chemicals/Glass-wares/Plastic wares, Filters and Accessories.

(Bidders should quote “destination price” i.e. at Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) mentioning all statutory taxes (except GST), Insurance, forwarding charges, packaging and handling charges, third party expenses and all other charges etc. in the prescribed format only. GST will be paid as per rule.)

S. NO	ITEMS NAME	Make/ Brand & Packing etc (Pack size compulsorily to be mentioned in offer)	Unit	Rate	% of Discount
3.	Plastic Ware and Filter & Accessories			As per price list of	

Signature of the Bidder

Name & Address with Stamp