

**TENDER NOTIFICATION NO:** -----

College Phone No:- 27871018

**TENDER FORM**

The Registrar,  
Delhi Technological University,  
Bawana Road,  
Delhi-110042

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Delhi Technological University or officer acting on his behalf.

**Date this \_\_\_\_\_ Day of \_\_\_\_\_**

**Signature of Contractor \_\_\_\_\_**

**Address \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

## Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <http://delhi.govtprocurement.com>.

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at : <http://delhi.govtprocurement.com>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <http://delhi.govtprocurement.com>. in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Stores Officer, DTU alongwith original EMD..

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of **Registrar, Delhi Technological University, Delhi**. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting.

**4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the :<http://delhi.govtprocurement.com> which can be seen by all the bidders who participated in the tenders.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**6. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process.

(ii). Bidders can visualize the process online.

**7. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

AR (S&P)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANA ROAD,  
DELHI - 110 042

## TERMS AND CONDITIONS

### TENDER FORMS ARE NOT TRANSFERABLE

1. Procedure for submission of bids: The bidders who are desirous of participating in 'e'-procurement shall submit their technical and price bids in the standard formats prescribed in the Tender documents, displayed at : <http://delhi.govtprocurement.com>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <http://delhi.govtprocurement.com>. in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Stores Officer, DTU alongwith original EMD..
2. The Competent Authority of the University does not bind himself to accept the lowest or any tender.
3. ALTERATION IN THE SPECIFICATION.
  - (i) The specification issued with this form of tender must not be altered by the Suppliers.
4. ALTERATION OF PRICES INSERTED IN THE TENDER

Alteration in the prices quoted in the tender should be avoided. If it becomes necessary, the same must be made legibly in writing. The person forwarding the tender should attest the same.
5. INCOMPLETE TENDERS

Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.
6. CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY:

If the Supplier, in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
7. Tender shall be uploaded as per guidelines indicated for e-procurement solution.
8. Demonstration of equipments has to be arranged by the suppliers, if desired by the institute.
9. The quotation should be valid for a period of one year from the date of opening of the tender.
10. Revisions of rates are not allowed after the tenders have been opened.
11. The delivery period should be clearly mentioned against each item, incase, the items are not readily available, ex-stock offer will be preferred.
12. Rates should be quoted F.O.R Institution / College. Sales tax / VAT / Octroi, Custom duty and other taxes leviable, should be mentioned clearly in the tender indicating whether these are to be charged extra or included in the quoted price.
13. Consignment will not be insured at the Institute / University Cost.
14. Preference will be given to quotation pertaining to indigenous products, However, where suitable substitutes are not available and item need to be imported the following clarification / information should be given.
  - (i) Whether the item will be imported by the intended tenderers against its own import license or college will have to provide, whether these items can be imported in the name of the institute / college.
  - (ii) Name and address of the foreign supplier.
  - (iii) Break up of CIF, and duty (if paid) should be given along with service charges if any.
  - (iv) Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port.

- (v) Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items.
  - (vi) In case of costly / sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items.
  - (vii) Nature of assurance for the supply of spares after the warranty period.
15. The payment will be made within 30 days after the successful demonstration/installation of the equipment. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by University.
  16. Conditional quotations and/or incomplete quotations in any respect will be rejected.
  17. In case you cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.
  18. The specification of the item quoted by the firm should confirm to the University specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the university, the exact specification of such item should be attached with the tender indicating the item quoted.
  19. The Firm is required to link the University specifications with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
  20. **EARNEST MONEY:-** EMD should be attached with the technical bid. The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of **Registrar, Delhi Technological University, Delhi**. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting. **If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited.** Any tender received without / less Earnest Money deposit shall be summarily rejected.
  21. The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
  22. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the competent authority.
  23. Service manuals, wherever available/ required, should be provided along-with the Equipments.
  24. A WARRANTY certificate should invariably be supplied along with the item at the time of delivery. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
  25. The Competent Authority reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the University reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.
  26. **DEFAULT:** - In the event of default and unsatisfactory service of the contractor/Supplier firm, the DTU will be at liberty to repair / get the item serviced from other party at the cost of supplier/ contractor/ tenderer.
  27. In case of software items, the suppliers should ensure that:-
    - i. Legal software is supplied in original sealed pouches / P. K. T.
    - ii. A license agreement is enclosed with it.

- iii. A registration card is available for software.
28. FAILURE AND TERMINATION: - If the Contractor / Supplier fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, DTU may without prejudice to the right of the purchaser may recover damages for breach of the contract.
29. The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria and the required whose documents are found in order. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
30. For any query/clarification in r/o technical aspect of the enquiry, AR(S&P), DTU may be contacted.

AR(S&P)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANA ROAD,  
DELHI - 110 042

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**TENDER FORM NO:-** \_\_\_\_\_

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
**SHAHBAD DAULATPUR: BAWANA ROAD, DELHI- 110 042**

1. File Reference Number : \_\_\_\_\_  
\_\_\_\_\_
2. Name of the Item / Work : \_\_\_\_\_  
\_\_\_\_\_
3. Name of the Firm : \_\_\_\_\_  
\_\_\_\_\_
4. Address of the Firm : \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Numbers : Office: - \_\_\_\_\_  
Resi:- \_\_\_\_\_
6. Name (S) of the Partner : (1) \_\_\_\_\_  
(2) \_\_\_\_\_
7. Whether Sales Tax / VAT  
No. is taken (please attached copy) : \_\_\_\_\_
8. Details of EMD (to be deposited  
in the form of DD/Pay order /FDR) : \_\_\_\_\_

I / we under take to abide the terms and conditions provided with the tender documents.

**SIGNATURE**

( \_\_\_\_\_ )

**NAME IN BLOCK LETTERS**

**Stamp of the firm**

Dated: \_\_\_\_\_

**ANNEXURE-I**

TO BE SENT WITH TECHNICAL BID.

File Reference No. ....  
Name of the item .....  
Date of opening .....  
Time of opening .....  
EMD – DD/FD No. .... amount.  
Name and address of the firm. ....  
Telephone No. ....

Check list for Technical Bid

1. EMD No. .... Dated. .... is enclosed.
2. TIN No. .... (Copy of certificate enclosed)
3. Quotation is valid for one year.
4. List of installations where equipment is working properly, attached
5. Duration of Delivery is given.
6. If any special preparation for installation is required the details are given.
7. Mode of dispatch is given.
8. Assurance for supply of spares is given.
9. If training is to be given the Tentative schedule is mentioned.
10. (Tabular comparison is attached) for required specification & offered specification with reference to page number of literature attached)

Name of the authorised signature  
Stamp of the firm

**Answer the following**

1. (A) Whether Agree to demonstrate the item / equipment.  
at college premises  Yes  No
- (B) If not where  
a- at manufacturer site  
b- at a site where it is already working.
2. (a) Whether Delivery period fixed by the college is acceptable  
 Yes  No

TO BE SENT WITH FINANCIAL BID.

File Reference No. ....

Name of the item .....

Last date of submission of tender. ....

Name and address of the firm. ....

Telephone No. ....

**Check List For Financial Bid**

1. Rates quoted are F.O.R., DTU as the university shall not pay freight Charges.
2. The charges for insurance of the goods are not quoted, as college shall not pay for insurance.
3. Rate of Tax / VAT is Clearly mentioned.
4. Rate of octroi is clearly mentioned
5. Break up of custom duty is given.
6. Break up of CIF is given.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI TECHNOLOGICAL UNIVERSITY Ph. 27871018  
(FORMERLY DELHI COLLEGE OF ENGINEERING)

SHAHBAD DAULATPUR: BAWANA ROAD: DELHI-110 042

No.F.213/01-14/10-11/P/

Dated:

To

M/s.....

.....

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Sir,

Sealed tenders along with illustrated literature/leaflets for the supply of item(s)/stores detailed below are invited through 'e' procurement solution only as per the guidelines and terms & conditions given in tender document - details of the NIT along with terms & conditions, specifications etc. can be seen/downloaded at/from the website <http://delhi.govtprocurement.com>.

The interested tenderers should upload their bids along with scanned copies of all the relevant certificates, documents etc. in support of their price bids - all duly signed - on the: <http://delhi.govtprocurement.com>. latest by **11/04/2011 up to 3.00P.M** which is also the opening date. For participation in the tender through e-procurement solution, the tenderers are required to have digital certificate and get registered with application Service Provider (ASP) of DGS&D.

The tenders will be opened online on the due date at 3.30 P.M in the presence of the bidders who wish to be present and also displayed on the website <http://delhi.govtprocurement.com>.

Yours faithfully,

EMD. RS. 12,000/-

**AR(S&P)**

S. No.	Name of Items	Quantity Reqd
1	Photocopier PaperA4 Size 75 gsm Power Built, J K	Rate Contract for one year
2	Photocopier Paper Full scape/legal Size, 75 gsm Power Built, J K	Rate Contract for one year
3	Photocopier PaperA3 Size 75 gsm Power Built, JK	Rate Contract for one year
4	Photocopier PaperA4 Size 75 gsm color ,Sprint	Rate Contract for one year
5	Duplicating Paper Full scape 65 to 70 gsm	Rate Contract for one year