



SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

University of Delhi

Vasundhara Enclave, Delhi – 110096

Phones – 22623503, 22623504, 22623505

www.rajgurucollege.com

SRCASW/e – Tender/college/2018 – 19/003

E-TENDER FOR ANNUAL RATE CONTRACT FOR CHEMICALS (Merck, SRL, Thomas baker, Molychem and Rankem/), and GLASSWARES (Borosil) and Plasticware (Tarson and Polylab)

SRCASW/ e – Tender/ Annual Rate Contract/ 2018 – 19/ 003

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SECTION – 1

NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARES AND PLASTICWARE

S.No.	Category	Manufacturer
1	Chemicals	SRL, Molychem, Rankem, Thomas baker, Emerck
2	Glasswares	Borosil
3	Plasticwares	Tarson, Polylab

e-Tenders are invited under Two-Bid system from reputed agencies, either by themselves or by authorized distributors / dealers as a joint venture/consortium/partnership having proven capacity to provide annual rate contract for chemicals, glasswares and plasticware for various departments of Shaheed Rajguru College of Applied Sciences for Women at Vasundhara Enclave, Delhi – 110096.

Manual bids shall not be accepted.

Document Download: Tender documents may be downloaded from www.rajgurucollege.com (for reference only) and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Published Date	11.01.2019 (Friday) at 3:00 p.m.
Bid Document Download	11.01.2019 (Friday) at 5:00 p.m.
Clarification Start Date	14.01.2019 (Monday) at 9:00 a.m.
Clarification End Date	14.01.2019 (Monday) at 5:00 p.m.
Bid Submission Start Date	15.01.2019 (Tuesday) at 9:00 a.m.
Bid Submission End Date	05.02.2019 (Tuesday) at 5:00 p.m.
Check list for pre-qualification eligibility Opening Date	07.02.2019 (Wednesday) at 11:00 a.m.

1. **Bids Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e – submission of the bids online' available through the link 'Help for Contractors' at the e – procurement portal.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate bidders. A breach of this condition will render the tenders of both parties liable to rejection.



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- Bidder who has downloaded the tender from the college website www.rajgurucollege.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with the college.
- Intending bidders are advised to keep checking the college website www.rajgurucollege.com and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
- EMD Payment – A bidder may apply for anyone or all three categories.** Earnest Money Deposit of Rs. (`) 5, 000/- for each category. Those who want to apply for all three categories have to submit EMD of Rs. 15000 only.

S.No.	Category	Amount
1	Chemicals	Rs.5000
2	Glasswares	Rs.5000
3	plasticwares	Rs.5000

In favour of Principal, Shaheed Rajguru College of Applied Sciences for Women to be transferred to the college Account as Bank Transfer (RTGS). College Bank details are:

Account Name: Principal, S.R.C.A.S.W

Maintenance A/c Account Number: 0877104000035352

IFS Code: IBKL0000877

Bank: IDBI BANKC-35, 36, Acharya Niketan, Mayur Vihar, Phase-I, Delhi-110091.

Cash/Bank Draft will not be accepted.

EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

- Bids (checklist) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of check list the results of their qualification as well as Financial-Bid opening date will be intimated later.

Submission of Tender – The tender shall be submitted online in two parts, viz., checklist/Technical and financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Checklist for prequalification eligibility – As per details given in section 2 of the tender document.

Financial Bid – Financial bid.

Principal



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SECTION – 2

INSTRUCTIONS FOR BIDDERS

GENERAL – The present tender is being invited for providing annual rate contract for chemicals, glasswares and plasticware.

S.No.	Category	Manufacturer
1	Chemicals	SRL,Molychem,Rankem,Thomas baker,Emerck
2	Glasswares	Borosil
3	Plasticwares	Tarson,Polylab

1. **BIDDERS** – Bidder is the person who places a bid under this application system.

Eligibility of the Bidders – The Manufacturer, authorized dealer, authorized distributors that are providing similar kind of services for at least last three consecutive years and having annual turnover of Rs. (₹) 35 lakhs only or more during each of the last three financial years i.e. 2015-16, 2016-17 and 2017-18 in the books of accounts are eligible to bid as on the date of closing of bid. (Proof Audited Accounts)

The bidder should have the experience of at least three years with similar work in any of the reputed institutions/Autonomous Institutions/Central or State Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public- Sector Banks.

2. **QUALIFICATION OF THE BIDDERS** – The Manufacturer, authorized dealer, authorized distributors shall not engage any sub-contractor or transfer the contract to any other person in any manner.

The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

Bidder or members of a partnership, joint venture or consortium shall submit a self-attested copy of PAN card under Income Tax Act.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

3. **ONE BID PER BIDDER** – Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the tender applications are liable to be rejected.

4. **COST OF BID** – The bidder shall bear all costs associated with the preparation and submission of this bid and the College will in no case shall be responsible or liable for those costs, regardless



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of the conduct or outcome of the tender process.

TENDER DOCUMENTS – The Tender Invitation Document has been prepared for inviting tenders for providing annual rate contract for chemicals, glasswares and plasticwares.

S.No.	Category	Manufacturer
1	Chemicals	SRLMolychem, Rankem, Thomas baker, Emerck
2	Glasswares	Borosil
3	Plasticwares	Tarson, Polylab

5. The Tender document comprises of –
- Notice Inviting Tender (Section 1)
 - Instructions for Bidders (Section 2)
 - Tender form for providing annual rate contract for chemicals, glasswares and plasticware (Annexure I)**
 - Check list for pre-qualification eligibility (Annexure II)
 - Financial Bid (Sample of BOQ) (Annexure III)
 - Undertaking (Annexure IV)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

Clarification of Tender Document – The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall immediately inform the Principal, Shaheed Rajguru College of Applied Sciences for Women.

In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the teacher in – charge of the respective department before submitting his bid. All communications between the bidder and the college shall be carried out in writing.

Except for any such written clarification by the college, which is expressly stated to be an addendum to the tender document issued by the Office of Principal, no written or oral communication, presentation or explanation by any other employee of the College shall be taken to bind or fetter the college under the contract.

6. PREPERATION OF BIDS –

Language: The bids and all accompanying document shall be in English.



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Documents comprising the bid: Tender document issued for the purposes of tendering as described in Clause 6 and any amendments issued shall be deemed as incorporated in the Bid. Upload one copy of the Tender document and Addenda, if any, thereto with each page signed except price list and stamped shall be attached to acknowledge the acceptance of the same.

7. The bidder shall deposit Earnest Money Deposit for an amount of Rs. (`) 5, 000/- each category. Those who want to apply for all three categories have to submit EMD of Rs. 15000 only.

S.No.	Category	Amount
1	Chemicals	Rs.5000
2	Glasswares	Rs.5000
3	plasticwares	Rs.5000

All correspondence shall be addressed to the Principal, Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi – 110096.

Bid Prices

Bidder shall quote the rates in Indian Rupees excluding taxes for the entire contract on a 'single responsibility' basis such that the Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the tender document This includes all the liabilities of the bidder. Conditional bids/offers will be summarily rejected.

7. **FORM OF BID** – All the documents attached with the bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, it shall be signed by a duly authorized representative of each member of participant thereof. Signatures shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

Currencies of Bid and Payment – The Bidder shall submit his financial bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

Format and Signing of Bid

The bidder shall upload all the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.



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The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the College, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

8. SUBMISSION OF BIDS

The bidder shall submit the tender form (Annexure I) Pre-qualification eligibility (Annexure II) and the Financial Bid (Annexure III) online.

Pre-qualification eligibility (Annexure II) should consist of the following documents:

- a) Earnest Money Deposit;
- b) Name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a manufacturer/ authorized distributor / dealer , names addresses and telephone numbers and authorization certificate.
- c) Undertaking on a non-judicial stamp paper of Rs. 100/- as per the format prescribed in Annexure IV
- d) Self-attested copy of GST Registration Number;
- e) Proof of IT returns of previous three years supported by audited balance sheet and P/L A/C.
- f) Other documents, if any;
- g) Duly filled and signed Annexure(s).

The tender bids shall remain valid and open for acceptance for a period of 30 days from the last date of submission of tender.

9. BIDDING PROCESS

Bid Opening and Evaluation

The authorized representatives of the College will open the Tender form and Checklist for prequalification eligibility..

The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

Conditional bids will also be summarily rejected.

Financial bids for evaluation will be opened of those who qualify from eligibility of Checklist for prequalification.

Financial bid will be evaluated as per methodology given in the Annexure – III of the Tender document.

The college has Right to accept, reject any Bid and all Bids

Shaheed Rajguru College of Applied Sciences for Women is not bound to accept any bid and may at any time by notice in writing terminate the tendering process.



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SRCASW may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Colleges / Institutions / Local Bodies / MNCs/ Public Sector Undertakings etc.

10. AWARD OF CONTRACT

Shaheed Rajguru College of Applied Sciences for Women will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

SRCASW will communicate the successful bidder by email, followed by letter transmitted by post that his bid has been accepted. This letter hereinafter and in the condition of contract called the “Letter of Award”.



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ANNEXURE – I

**TENDER FORM FOR PROVIDING ANNUAL RATE CONTRACT FOR CHEMICALS,
GLASSWARES TEACHING KITS AND GENERAL LABORATORY CONSUMABLE**

1. Due date for submitting tender – _____
2. Opening time and date of tender – _____
3. Name, address and telephone _____
numbers of manufacturer/dealers/distributors _____

4. Name, Designation, Address and _____
Telephone No. of Authorized person of Firm/ _____
Company to deal with – _____
5. Please specify as to whether tenderer _____
is authorized dealer/distributor /manufacturer _____
Company. Name, Address and Telephone No. _____
6. Copy of PAN card issued by Income Tax _____
Department, copy of previous three Financial _____
3 year's Income Tax Return and audited Balance _____
Sheet and profit loss account
7. Details of EMD deposited – _____
Amount (in words also) – _____
Transaction id – _____



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Date – _____

Name of Bank – _____

A/c number – _____

IFS Code – _____

Any other information – _____

Declaration by the bidder – _____

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE - II

CHECK-LIST/TECHNICAL BID FOR PRE-QUALIFICATION ELIGIBILITY FOR ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARES AND PLASTICWARES

S.No.	Documents required for	To be filled by the bidder	For office use
1	Annual Turnover (in Lakhs) (Audited Profit and Loss Accounts)		
2	Earnest Money Deposit of Rs. (`) 5, 000/-for each category.(1. chemical,2. Glasswares and 3. Plasticwares) and for all three categories EMD of Rs. 15000. in the form of online transfer to the college Account as Bank Transfer (NEFT/RTGS). College Bank details are (Account Name: Principal, SRCASW Maintenance A/c, Account Number: 0877104000035352, IFS Code: IBKL0000877, Bank: IDBI Bank, Mayur Vihar, Phase-1, Delhi)		
3	Please specify the category and company name .		
4	whether the bidder is a manufacturer/ authorized distributor / dealer Proof of Latest Certificate of authorization		
5	Undertaking on a stamp paper of Rs. 100/- (Rupees One Hundred Only) as per format prescribed in Annexure – IV.		
6	Self-attested copy of the PAN card issued by the Income Tax Dept.		
7	Self-attested copy of GST Registration No.		
8	Annual I.T. Returns of previous three years supported by audited balance sheet and P/L A/C.		
9	Other documents, if any.		

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – III

FINANCIAL BID FOR ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARES AND PLASTICWARES

S.No.	Category	Name of Make/ Brand	Discount offer on pricelist in percentage in figures and words	Remark
	Chemical	SRL Molychem Thomas Baker Rankem E Merck		
	Glassware	Borosil		
	Plasticwares	Tarson Polylab		

I/We.....on behalf of M/s.hereby undertake to provide annual rate contract for chemicals, glasswares and plasticwares as specified in this tender on above mentioned work.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – IV

(ON A STAMP PAPER OF Rs.100/-)

UNDERTAKING

To
The Principal
Shaheed Rajguru College of Applied Sciences for Women,
Vasundhara Enclave,
Delhi – 110096

Name of the company/dealer/distributor

Name of the tender:

Due Date:

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of the relevant Acts and regulations as applicable to this contract.
4. I/We shall provide annual rate contract for chemicals, glasswares and plasticwares.

Signature of the Bidder

Name and Address (with seal)