

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA
(Established by Haryana Act No.7 of 2010)



STORE PURCHASE ORGANIZATION
LUVAS, HISAR
Ph. No.01662-256078
Email: spo@luvas.edu.in

STANDARD BIDDING DOCUMENT
PROCUREMENT OF VARIOUS KINDS OF
EQUIPMENTS

PART 1: COMPLETE BIDDING DOCUMENT

NAME OF WORK:- PURCHASE of Tractor
Trolleys for the Department of HOD, AGB

DNIT Amount: Rs. 03.00 Lakhs (each)

STORE PURCHASE ORGANIZATION
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TENDER NOTICE

The Bids/tenders are invited from the eligible bidders through online bids in the website:
<https://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee / e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Tractor Trolley	06.00 Lac.	30,000/-	Rs. 1000/- + Rs. 1180/-	18.01.2023 (03:00 hours) To 07.02.2023 upto 17:00 hours	06.02.2023 upto 17:00 hours	07.02.2023 upto 17:00 hours	Tech. Bid 08.02.2023 at 10.00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://luvas.edu.in>

Sd/-
Store Purchase Officer
Ph. 01662-256078, 289547

DETAIL SPECIFICATIONS

<u>Specification of Trolley -1</u>	
Size of Trolley	- 11Feet x 6 Feet x 2 Feet
Hydraulic System Channel	- Size 8 inch x 3" ½ inch (Heavy Duty)
Floor Channel Size	- 3 inch x 1 inch Heavy Duty
Floor Plate	- 5mm
Garder	- 11 Feet 9 Inch
Side Sheet	- 10 Guaze
Slide Angle Sheet	- 50 x 6
Axle	- 4 inch x 4 inch
Pump	- 15 ton Hydraulic
Tyre New	- MRF/ CEAT
Rim	- Heavy Duty

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of work / Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Tractor Trolley	30,000/-	Rs. 1000/- + Rs. 1180/-	18.01.2023 (15:00 hours) To 07.02.2023 upto 17:00 hours	06.02.2023 upto 17:00 hours	07.02.2023 upto 17:00 hours

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment towards EMD fee as mentioned above in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 06.02.2023 upto 17:00 hrs.**; and make payment via **RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Important Note:

- 1) The Applicants/bidders have to complete ‘Application / Bid Preparation & Submission’ stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as ‘Applications / bids not submitted’.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of ‘Application/Bid Preparation & submission stage’ (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee, e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.
- 5) **Bidder are requested to visit the actual site of installation before quoting the rates. Otherwise any modification required in the site of installation will be borne by the bidder.**

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required **eligibility & technical documents** online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the **prices** in price bid format under Commercial Bid.

CONDITONS:-

- 1) APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though proper care has been taken to upload approved DNIT. However, there may be some discrepancy. In case of discrepancy between approved DNIT and uploaded DNIT. The approved DNIT will be applicable. The approved DNIT will be made part of agreement.
 - 2) Conditional tenders will not be entertained & are liable to be rejected.
 - 3) In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
 - 4) The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.
 - 5) The societies shall produce an attested copy of the resolution of the Co-Operative department.
 - 6) The tenders without earnest money / bid security will not be opened.
 - 7) The jurisdiction of court will be at Hisar.
 - 8) **Any changes or corrigendum regarding tender will be uploaded on university website**
 - 9) The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
 - 10) The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) documents & BS**'. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. Bids would required to be valid for 120 days from the date of bid closing i.e. from last date of **online submission of (Technical) documents & BS**. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
 - 11) Actual brochure of the equipment alongwith specification should be submitted with the tender document
 - 12) EMD deposited by L1 firm equivalent to 5% of the cost of material shall be treated as performance security up to the warranty period along with grace period of two months of item/equipment.
- Note:- In case Indenting department desires the sample(s)/ demonstration to check the quality before comparison of rate, the same will have to be supplied by the tenderer at the earlier

Terms & conditions for the purchase of material

The quotations received after due date/or time will be summarily rejected.

The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of Rs. 5% of the total cost of the offered material (rounded off to nearest Rs.10/-) through online payment should accompany the tender failing which the tender/quotation will not be considered, except with the approval of the Central Purchase Committee.

The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, LUVAS, Hisar whose decision shall be final.

In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC.

The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as GST, Packing & Forwarding and other levies like Custom Duty, Octroi Etc. should be mentioned in the quotations/tender. The charges not mentioned in the quotation/tender shall not be paid by the University.

The supplies should be offered from ready stock. All supplies will have to be executed within 30 days of the issue of supply order failing which the order is likely to be withdrawn.

The validity period of the quotation tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.

The University/its offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.

The quantity can be increased/decreased by the University.

The current price list duly authenticated by the manufacturer with date, signature and seal along with literature pamphlets may also be supplied along with the offer.

If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and a photocopy of the same duly attested may also be enclosed.

The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charges delivery charges, labor charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.

The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the LUVAS).

The samples of the material when asked for must be sent with the quotation. The unapproved samples may be collected on receipt of information failing which these shall be dispatched by goods carrier on your risk, freight to pay basis. Samples below Rs. 100/- will not be returned to the firm. However, if you wish to take the same back, you can take the same at your own cost after a period of two months of finalization of purchase and after that the samples will be disposed off.

The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.

The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.

The University is exempted from payment of Custom Duty and GST in terms of Govt. notification and we are registered with the Ministry of Science & Technology in the department of Scientific & Industrial Research, New Delhi vide Registration No. TU/V/RG-CDE(1160)/2022 dated 28.10.2022 upto 31.08.2027. Thus the University is exempted from the payment of Custom Duty and GST. The consignee will issue necessary certificate duly countersigned by the Registrar, LUVAS, Hisar.

It may be certified that you have not been debarred/black listed for any reason period by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.

For any enquiry, the undersigned can be contacted at Phone No. **01662-289547** or (90344-84291) during working days only (Monday to Saturday except 2nd Saturday) during office hours 9.00 AM to 4.30 PM during August to April and 7.00 AM to 1.30 PM during May to July.

The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will out-rightly be rejected.

The disputes, if any, shall be subject to Hisar Courts jurisdiction. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/ dealers etc. shall be invalid and shall not have any legal sanctity.

All updates, Amendments, Corrigenda etc. (if any) will be posted only on LUVAS website there will not be any publication of the same through Newspaper or any other media

Terms & conditions for the material to be imported:

Country of origin should be mentioned.

Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.

The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.

Warranty/Guarantee: the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.

Payment:

- i. By Demand Draft
- ii. By Letter of Credit
- iii. By Sight Draft

On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.

Balance Payment: Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.

Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.

Conversion Rates: The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders/Financial bid for all transactions.

Validity : The tender should be valid at least 90 days from the date of opening of tender.

Clarifications on tenders: During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.

Purchaser's right to accept/or reject any or all the tenders: The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

Taxes & Duties: It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

Custom Duty: Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However

necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

Liquidated damages: The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

Right to cancel the execution of supply order/contact: When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

Delivery Documents Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill o landing:
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/supplier's certificate.
- vi) Inspection certificate issued by the nominated inspection agency and the Supplier's factory inspection report and
- vii) Certificate of origin.
- viii) Excise gate pass (octroi receipts wherever applicable) duly sealed indicating payment made and
- ix) Any of the documents evidencing payments of statutory taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

Evaluation of Tenders:

The tenders shall be evaluated by the indenting department for the item costing less than 5.0 Lakhs and for the items costing more than 5.0 lakhs, evaluated by the Tender/Technical Evaluation Committee (TEC) consisting of Director of Research as Chairperson, In-charge Instrumentation Cell/Rep. not below Class-I, HOD Concerned/Rep., Principal Investigator. Technical bids of all the bids shall be opened by the Quotation Opening Committee as referred under Rule-II (5) in the presence of all those bidders who wish to be present. All technical bids along with technical literature shall be sent to concerned indenter. Seven working days post opening of bids, technical bids shall be examined by the indenting department/Tender/Technical Evaluation Committee for matching the specifications of the material. The department/committee shall put on record the reasons for accepting or rejecting the bids. Names of the bidders of all technically accepted and rejected bids shall conveyed to bidders/firms through electronically at their registered E-mail ID/ Hard Copy and also put on university website with in 2 days of final technical evaluation. Representations/ clarifications, if any, may be made, in writing through email/registered post, by the bidders within 5 working days (up to 4.30 P.M. during August to April 1.30 P.M. during May to July) of the Fifth Working day of the date of letter and delay in postal will not be counted as valid reason. The department/committee may examine the representations/clarifications submitted by the bidder(s) and record their decision with in 5 working days. Having considered the

representations/clarifications, the department/committee shall recommend the technically accepted bids. The financial bids of all technically accepted bids shall be opened. No representations/complaint in whatsoever manner from the bidders/firms will be entertained after opening of Financial Bid. The offer shall be made to L1. The Tender/Technical Evaluation committee, if desire, may hold negotiations with the L1 of the offer. Based on comparative statement of technically accepted bids, Department/Tender/Technical Evaluation Committee shall make final recommendations. The recommendations of the Department/Tender/Technical Evaluation Committee shall be placed before Central Purchase Committee for considerations. After approval of the CPC, the purchase case shall be got pre audited and purchase order shall be placed by Store Purchase Officer with the conditions of confirmation of the order by indenter. The concerned firm must obtain the confirmation from the indenter before taking any action regarding supply of the material.

Sd/-
Store Purchase Officer
LUVAS, Hisar