



Central Purchase Office
Aligarh Muslim University
Aligarh



NAAC accredited
Grade 'A'

केन्द्रीय क्रय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

Phone: +91-571-2700920 Ext: 1270/ 71/ 72

Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D- 0400 /CPO/2020-21/NIT

Dated: 10th October 2020

NOTICE INVITING TENDER (NIT)

for Supply of Safety Materials

[COVID-19 Pandemic]

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations** along with **samples**, on the prescribed format from the reputed Manufactures/ Dealers/ Suppliers etc., as per eligibility criteria defined in this tender document on behalf of the recommendations of the Committee for **Supply of Safety Materials** in current circumstances due to COVID-19 Pandemic for conducting Admission Tests 2020-21 using a **Two-bid system (Technical-cum-Sample Bid and Commercial Bid)**, as per schedule mentioned below on usual terms and conditions as mentioned at the end of this notice:

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Pre-Bid Meeting	Kindly see Para 5 of the NIT	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Date of submission of Bids along with sample	19.10.2020 at 09:00 AM to 03:00 PM	
3	Opening of Tender (Master envelope, Pre-Bid-Qualify-Documentation, EMD, Sample-Bid envelope and verification of documents)	19.10.2020 at 03:30 PM	
4	Selection/ Verification of Samples	After opening of Tender	
5	Commercial Bid Open	After verification of Samples	

The bidder's name, address & title "**Tender for Supply of Safety Materials [COVID-19 Pandemic]**" NIT Ref. No.: **0400/CPO/2020-21/NIT** Dated: **10.10.2020**" should be superscribed on each sealed envelope and submitted the same along with the complete requisite tender documents / annexures duly ink signed as defined in this tender document, to the 'Central Purchase Office, Aligarh Muslim University, Aligarh-202002, India'

For more details, kindly visit <http://www.amu.ac.in> or <https://eprocure.gov.in/>

Sd/-
(Irfan Ahmad)
Assistant Finance Officer
Central Purchase Office



Tender Document
for
Supply of Safety Materials
[COVID-19 Pandemic]

Aligarh Muslim University, Aligarh

www.amu.ac.in



1. BACKGROUND

Aligarh Muslim University is a Central University established by Sir Syed Ahmad Khan as Mohammedan Anglo-Oriental College in 1875. The Muhammadan Anglo-Oriental College became Aligarh Muslim University in 1920. The main campus of AMU is located in the city of Aligarh. (hereinafter referred to as "AMU" or "University"). NAAC accredited the University with Grade 'A'.

2. INTRODUCTION REGARDING REQUIREMENT

Various safety materials are required in the Office of the Controller of Examinations for conducting the Admission Tests 2020-21 smoothly and healthy in the current COVID-19 Pandemic circumstances by following the guidelines of the Government of India, University Grant Commission, Government of Uttar Pradesh and Local Administration.

3. SCOPE OF WORK

Supply of Safety Materials due to COVID-19 Pandemic for conducting Admission Test 2020-21.

The requirements are as below:

(for detail specification of the item kindly see the Annexure-I)

S. No.	Required Item	Tentative Required Quantity
1	Thermal Scanner (Infra-Red)	175 Nos.
2	Spray Machines	05 Nos.
3	Back Pack Spray Machine (automatic Battery Operated)	04 Nos.
4	Hand Sanitizer (Spray) (100ml, 70% Alcohol)	4,000 Nos.
5	Surgical Hand Gloves (6½")	150 Boxes [50 Pairs in one Box]
6	Surgical Hand Gloves (7")	350 Boxes [50 Pairs in on Box]
7	Face Masks (Triple ply-disposable)	500 Boxes [100 Nos. per box]
8	ICU Kit	100 Nos.
9	Bleaching Powder	100 Kg
10	Virex II 256 (Broad Spectrum Disinfectant)	25 Liter [Packing of 05 Liter]

- ✓ **The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.**
- ✓ **The supply must be completed within 07 days from the date of issue of the Purchase Order and the same may be strictly followed by the bidder.**

No further relaxation will be given, in any case.



4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

a) **Experience Criteria:**

The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central/ State Govt Organization / PSU / Autonomous Bodies / Public Listed Company for at least **03-Years** number of Financial years before the bid opening date.

Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the financial year.

b) **Turnover Criteria:**

The minimum average annual financial turnover of the bidder during the **last three years, ending on 31st March** of the previous financial year, should be **Rs. 10 Lac per year**.

Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period OR Income Tax Returns shall be submitted with the bid.

c) **Past Performance:**

The Bidder should have supplied **successfully delivered/ supplied jobs at least 02 customers** to any Central / State Govt Organization / PSU / Autonomous Bodies / Public Listed Company in the past 03-Years.

Copies of relevant contracts (proving supply of cumulative order quantity in any one year) to be submitted along with bid in the relevant year.

✓ Relevant documents in support of eligibility criteria must be attached with the Technical-cum-Sample Bid duly self-ink-signed-attested.

5. PRE-BID MEETING (PBM)

- The objective of PBM is to provide a platform for clarifying issues and clearing doubts, if any, about the specifications and other allied technical/commercial details of the bid document. Bidders are requested to submit their bids only after the PBM so as to take care of the changes made in the bidding document, if any.
- The prospective participants should inform about their intention to participate and send written queries at the email: dagrawal@myamu.ac.in positively within 02 days from publication of this tender document to enable us to keep the response ready. Queries after this timeline will not be entertained.
- Response to the Pre-bid queries will be given either through online mode or physical meeting subject to circumstances due to COVID-19 Pandemic.
- Time slot for online/ physical meeting, if required, will be given on receipt of emails regarding pre-bid queries.
- However, if the bidder is not satisfied with the reply of the queries, the bidder may contact to the AFO (Purchase) or write at afo.cpo@amu.ac.in



- Change in the technical specifications and terms & conditions if any, for the above item after pre-bid deliberations, will be uploaded on the AMU website & CPPP Website. All vendors are requested to quote accordingly.

6. SCHEDULE FOR THE TENDERING PROCESS

The schedule of events for this project is as mentioned on Page 01.

7. LATE TENDER

Applications received after the last date/ time shall not be entertained and shall be summarily rejected.

8. TENDER PROCESS

The sealed tender under 2-Bid system is invited by Aligarh Muslim University, from the reputed firms as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for “**Supply of Safety Materials [COVID-19 Pandemic]**”.

The Tender document can be downloaded from the website:

<http://www.amu.ac.in> or <https://eprocure.gov.in>

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

• Master Envelope

The Bid (Technical Bid, Commercial Bid in separate sealed envelopes and other requisite documents) complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “**Tender for Supply of Safety Materials [COVID-19 Pandemic]**” and should be submitted to the Address as mentioned in this NIT. The bidder’s name and address should also be superscribed on each envelope.

• Envelope-1 (Technical-cum-Sample Bid)

(Superscribed Technical-cum-Sample Bid for Supply of Safety Materials [COVID-19 Pandemic])

The Technical-cum-Sample Bid should contain the technical bid document, as requisite, and Annexure- II, III, IV, V, VI, VIII & IX with supporting documents.

• Envelope – 2 (Commercial Bid)

(Superscribed Commercial Bid for Supply of Safety Materials [COVID-19 Pandemic])

The Commercial Bid as given in Annexure – VII.



- Quotation letter is non-transferable and bidder should invariably be submitted on given format only duly signed by the competent signatory.
- The tenders will be opened before a committee duly constituted for the purpose in the presence of the bidders who choose to be present
- AMU will not be liable for any cost incurred by the respondents in performing the preliminary study of the existing system, its functionalities, preparing responses to this tender or negotiations associated with award of a contract or presentation.

9. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to dagrawal@myamu.ac.in mentioning **“Request for Clarifications: NIT for Supply of Safety Materials [COVID-19 Pandemic]”** as the subject of email, and clearly articulate specific queries (for which clarifications are to be sought) along-with contact details on which the response to queries should be sent back, by AMU positively within 02 days from publication of this tender document to enable us to keep the response ready. Queries after this timeline will not be entertained.

However, if the bidder is not satisfied with the reply of the queries, the bidder may contact with the AFO (Purchase) or write at afo.cpo@amu.ac.in

- ✓ Bidders are advised to follow Para 5 for any clarification.

10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the Aligarh Muslim University, Aligarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment. The amendment will be notified on the AMU & CPPP website. The deadline for submission of bids may also be extended at the discretion of Aligarh Muslim University, Aligarh.

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.



11. ADDRESS FOR BID SUBMISSION:

Offline/ Manual Sealed Quotations/ Bids must be submitted as per the schedule as mention in this NIT on the prescribed format to the following address only.

Central Purchase Office
Opp. SBI AMU Branch
Aligarh Muslim University
Aligarh-202002, UP, India

Phone: +91-571-2700920 Ext: 1270/ 1271/ 1272

Email: afo.cpo@amu.ac.in

12. TECHNICAL-CUM-SAMPLE BID

A. Firms intending to participate in the tender (called 'Bidder') should first ensure that they fulfill all the eligible criteria as per Para 04 of this document.

B. The Technical Bid consists of the following documents:

- i. Annexure- II, III, IV, V, VI, VIII and IX.
- ii. Requisite EMD, as define in Para 14/ Annexure - VIII.
- iii. Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central/ State Govt Organization / PSU / Autonomous Bodies / Public Listed Company for at least 03-Years number of Financial years before the bid opening date.
Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the financial year.
- iv. Turnover Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs. 10 Lac per year.
Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period OR Income Tax Returns should be submitted with the bid.
- v. Past Performance: The Bidder should have successfully supplied delivered to at least 02 customers to any Central / State Govt Organization / PSU / Autonomous Bodies / Public Listed Company in the past 03-Yeas.
Copies of relevant contracts (proving supply of cumulative order quantity in any one year) to be submitted along with the bid in the relevant year.
- vi. GST Registration Certificate (Complete)/ PAN Card etc.



- vii. Acceptance of Terms & conditions as per Annexure- 'IX'.
- C. The bidder shall not make or cause to be made any alteration, erasing or obliteration to the text of the Tender Document.
- D. The bidder is expected to examine all instructions, forms, terms and condition as mentioned in the tender document. The 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 the rejection of his bid.

13. COMMERCIAL BID

The Commercial bid must contain the following:

The Commercial bid shall be submitted in the format provided at Annexure-VII.

14. EARNEST MONEY DEPOSIT (EMD)

Bid Security/ EMD, as per Annexure-VIII (refundable), against the quoted item should be deposited along with quotations, in the form of Demand Draft (DD), in favour of "Finance Officer, Aligarh Muslim University, Aligarh".

In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned.

However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD.
(see Rule 170 of GFRs 2017)

Note: Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

15. PERFORMANCE SECURITY

- A. The awardee bidder shall be required to furnish a **Performance Security for non-consumable items only (Sl. No. 01, 02 & 03) within 04 working days of receipt of "Letter of Award" for an amount of 7.50 % of the ordered value** in the form of Demand Draft from a nationalized bank, in favour of Finance Officer, Aligarh Muslim University, Aligarh.
(see Rule 171 of GFRs, 2017)
- B. The Performance Security shall be deposit for at least a period of minimum Guarantee/ Warrantee + 02 Months.
- C. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of the performance Security.



16. SELECTION CRITERIA

a. for Technical-cum-Sample Bid

The successfully submitted bids along with all essential/ required documents/ annexures/ samples and meeting all the eligible criteria along with Samples are eligible for Technical Bid

b. for Commercial Bid Opening:

Initially the samples shall be evaluated by the Purchase Committee as approved by the Competent Authority. Commercial bid for those bidders shall be opened and considered, whose sample(s) is/are qualified/ passed by the Committee.

c. Selection Criteria for winning the tender:

The selection for the approved/ recommended Bidder shall be based on the lowest qualified quoted prices or as the Committee may decide.

17. Award of the tender

The tender will be awarded to the bidder who is technically qualified and lowest quoted for each individual item.

18. Supply Duration

The supply must be completed **within the 07 days** after issuing the Letter of Award (LoA) / Purchase Order (PO) and the same may be strictly followed by the awardee.

No further relaxation will be given, in any circumstances.

19. PENALTY

The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, failing which the late delivery charge **@ 1.00 % per working day** of the total amount of order as per purchase order will be applicable.

Any appropriate action as approved by the Competent Authority may also be applicable without concern of the awardee.

20. FAILS IN SUPPLY

If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical-cum-sample bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).



21. PAYMENT

The payment would be made only after the successful execution of the complete order and verification of the supplied items by the Board of the Officers as per tender document.

No advance / partial payment will be made to the awardee for any of the work assigned by AMU. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.

22. DEFAULT IN THE PAYMENT

If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.

23. DISCLAIMER

This tender notice is issued for information and planning purpose and does not constitute solicitation.

Information disclosed under and in accordance with the Bidder will not constitute as an offer. The acceptance of responses to the Bidder cannot be considered as a binding contract.

24. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. Aligarh Muslim University, Aligarh is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. Aligarh Muslim University, Aligarh may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Central/ State Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- C. Aligarh Muslim University, Aligarh may terminate the contract in the event the successful bidder fails to furnish the order.

25. OTHERS

- A. The awardee bidder/ contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- B. The contractor shall indemnify and hold the Aligarh Muslim University, Aligarh harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- C. In the event of any loss to the AMU, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry



conducted by the AMU, the said loss can be claimed from the bidder/ contractor up to the value of the loss. The decision of the Vice-Chancellor will be final and binding on the agency.

26. MEDIATION CLAUSE

In case of any dispute between the parties in relation or arising out of this Agreement, prior to invocation of Arbitration Clause, the aggrieved party, shall refer the matter to the Vice-Chancellor, AMU for pre litigation settlement. The Vice-Chancellor, AMU upon such request for mediation shall himself or through his nominee shall mediate between the parties to resolve the issue and shall express his opinion in writing after making effort for settlement after giving both parties on opportunity of being heard. In the event the mediation fails the mediator shall refer the matter to Arbitration.

27. TERMS AND CONDITIONS

As mentioned at the end of this tender. (Annexure-IX).

**Sd/-
(Irfan Ahmad)
Assistant Finance Officer
Central Purchase Office**

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
Contact No.:
Email:



Annexure- I

Specifications of the Required Items

Item No..	Required Item
1	<p>Thermal Scanner (Infra-Red) Prefer Make: Microtek/ Hicks</p> <ul style="list-style-type: none">• Hand Held Digital Infrared medical thermometer for measuring body temperature• Infrared thermometer is a quick and easy-to-use method to measure body temperature• Non-Contact Infrared: Thermometer• Temperature display Unit: Degree Celsius & Degree Fahrenheit• Sensor Type Thermal Sensor• Response Time 0.5 Sec.• Measuring distance: 10 cm or better• Minimum Number of recent readings that can be stored: 10• Display Type LCD Display• Interchangeable Celsius & Fahrenheit modes,• Low battery indicator,• Auto power on,• Trigger/Button for operation,• Auto power off when not in use,• Display of previous reading on screen with current reading,• Sound indication when the thermometer is ready to take or show the temperature,• Audible alarm for fever,• Different backlight colours to differentiate between the fever ranges,• Silent mode,• Auto hold function,• Waterproof lens easy to clean and disinfect,• Adjustable alarm as Programmable• Power source Non-Rechargeable Battery• Warranty Minimum 01 Year.



2	Spray Machines <ul style="list-style-type: none">• Electronic cold spray nebulizer for large droplets• Precision flow regulator valve for wide flow• Detachable power cord with minimum 20 Meter• Trigger based machine to instant cut-off liquid• Dispersion head (ULV/LV) with sturdy plastic cover• 2-Speed on/off switch with moisture sturdy protection• Powerful dual speed motor• Translucent tank and filtered drain• Motor with independent cooling system and filter element.• Ideal for disinfection• Electric Motor Power: 1,400 Watt• Voltage: 120 to 220 v• Motor Speed:<ul style="list-style-type: none">○ Minimum: 17,000 rpm \pm 250 rpm○ Maximum: 21,000 rpm \pm 250 rpm• Tank Capacity: 04 Liter \pm 0.5 Litter• Maximum Reach<ul style="list-style-type: none">○ Horizontal: 10 Meter \pm 2 Meter○ Vertical: 10 Meter \pm 2 Meter• Droplet size – DMV: 25\pm5 - 60\pm5 μm• Flow Rate:<ul style="list-style-type: none">○ Maximum: 400 \pm 20 ml/min○ Minimum: 15\pm5 ml/min• Warranty Minimum 03 Year.
3	Back Pack Spray Machine (automatic Battery Operated) <ul style="list-style-type: none">• Agricultural type back pack battery operated spray machine• Tank capacity: 18 Litter• Warranty Minimum 01 Year.
4	Hand Sanitizer (Spray) <ul style="list-style-type: none">• 100ml packing• 70% Alcohol
5	Surgical Hand Gloves (6½")
6	Surgical Hand Gloves (7")
7	Face Masks (Triple ply-disposable) <ul style="list-style-type: none">• Triple ply• Disposable• With nose pin
8	ICU Kit <ul style="list-style-type: none">• Gown + Cap + Mask+ Gloves + Shoe covers etc.
9	Bleaching Powder
10	Virex II 256 (Broad Spectrum Disinfectant)



Annexure- II

Compliance-sheet

Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
1	The bidder should have a minimum 03-Years' experience for supply the quoted items to the Central/ State Government Departments/ Organizations/ Autonomous Bodies/ PSUs. [Para 4]		
2	The minimum average annual financial turnover of the bidder during the last three years, ending on 31 st March of the previous financial year, should be Rs. 10 Lac per year. [Para 4]		
3	The Bidder should have supplied successfully delivered/ supplied jobs at least 02 customers to any Central / State Govt Organization / PSU / Autonomous Bodies / Public Listed Company in the past 03-Years. [Para 4]		
4	The bidder agrees that all the communications received from AMU on email-ID provided by the bidder in Annexure-III of this tender document will be responded within one business day, failing which it will be presumed as an offence, thereby attracting actions as deemed fit by AMU.		
5	Warranty of the items must be as specified in this tender document. [Annexure-I]		
6	The validity of quoted price is upto 31.01.2021.		
7	If the bidder found winner of this tender, he must agrees to complete the order with in the time limit as define in per Para 18.		
8	If the bidder found winner of this tender & fail to execute the order as per Para 18, he must agree for the penalty as per Para 19.,		
9	If the bidder found winner of this tender, he must submit a performance security within due course as define in this tender document. [Para 15] [see Rule 171 of GFRs, 2017]		

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
10	Annexure-III duly filled and ink signed with seal.		
11	Annexure-IV duly filled and ink signed with seal.		
12	Annexure-V duly filled and ink signed with seal.		
13	Annexure-VI duly filled and ink signed with seal.		
14	Annexure-VII duly filled and ink signed with seal. Must be submitted in separate envelop dully superscribed Commercial Bid for Supply of Furniture for each quoted item.		
15	Annexure-VIII duly filled and ink signed with seal.		
16	Annexure-IX duly filled and ink signed with seal.		
17	If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical-cum-sample bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s). [Para 20]		

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- III

Brief Details about the Firm/ Company/ Manufacturer

1. NAME OF THE BIDDING FIRM:

.....

Website URL:

2. ADDRESS:

(a) REGISTERED OFFICE:

.....

..... PIN

STD CODE Office Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

(b) WORK/ FACTORY (if applicable):

.....

..... PIN

STD CODE Landline Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

3. Commercial Information (Please enclose self-attested copy wherever applicable)

- a GSTIN :
- b PAN No. :
- c AMU Registration No (if any) :
- d NSIC Registration No (if any) :
- e MSME Registration No (if any) :

I/ We further undertake that all the above information and documents supplied by me/us are correct. In the event of any future changes in the above information, during the period of the **validity of these rates i.e. up to 31.01.2021**, I will immediately inform Assistant Finance Officer (Purchase) in writing and also provide updated documents (if any).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
Contact No.:
Email:



Annexure- IV

Tender Acceptance Letter / Self-Declaration by the bidder for quoting the rate

FROM

M/s

.....

.....

To

Assistant Finance Officer
Central Purchase Office
A.M.U. Aligarh 202002

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) as mentioned in the Tender.
2. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this tender.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its entirety.
5. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as the tender requirement.
6. I/We further undertake that none of the Proprietor / Partner/ Directors of the firm was or is Proprietor or Partner or Director of any firm whom Aligarh Muslim University, Aligarh or any other government organization (Central/ State Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall provide uninterrupted services/ supply.
8. The bidder has no outstanding dues in any form with Aligarh Muslim University, Aligarh.
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue/false or found violated, then your department/organization can reject the bid or terminate the contract, without giving any notice or reason there of or summarily, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We further undertake to report to the Assistant Finance Officer (Purchase) immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partner/ Directors are Proprietor or Partner or Director of such a firm which is black listed/ banned/ suspended in future during the validity period of the Contract with you.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

.....

Contact No.:

Email:



Annexure- V

Declaration of the Authorized Signatory

[to be filled only if required]

I/ We,

Sl. No.	Name of the Proprietor/ All Partners/ Karta/ Directors/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc	Status
01		
02		
03		
04		

hereby solemnly affirm and declare that

Mr./ Miss/ Mrs. (Name of Authorized Signatory)

Designation: (Designation) will act as an Authorized signatory

for the Firm M/s. (Firm Name)

participating in this NIT.

All his/ her action(s) in relation to this tender document will be binding on me/ us.

[Signature(s) of the Proprietor/ All Partners/ Karta/ Managing Directors/ Members of
Managing Committee of Associations/ Board of Trustees etc.]

Acceptance as an Authorized Signatory

I, Mr./Miss./Mrs. (Name of Authorized Signatory)
hereby solemnly accord my acceptance to act as authorized signatory for the above
referred to firm and all my acts related to this NIT shall be binding on the firm.

Signature of the Authorized Person

Name of the Authorized Person

Designation of the Authorized Person

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VI

Technical-cum-Sample Specifications

Note:

1. All the items except consumable should be supplied with on-site warranty/ guaranty, as define in Annexure-I.
2. The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.
3. For detail specification of the item, kindly refer Annexure-I.
4. A supplier can submit maximum 03 sample of each quoted item.

Details of Samples

S. No.	Required Item	Quoted Yes or No	Sample Submit Yes or No	Make & Model	Number of Sample(s) submitted
1	Thermal Scanner (Infra-Red)				
2	Spray Machines				
3	Back Pack Spray Machine (automatic Battery Operated)				
4	Hand Sanitizer (Spray) (100ml, 70% Alcohol)				
5	Surgical Hand Gloves (6½")				
6	Surgical Hand Gloves (7")				
7	Face Masks (Triple ply-disposable)				
8	ICU Kit				
9	Bleaching Powder				
10	Virex II 256 (Broad Spectrum Disinfectant)				

Note: Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VII

Commercial Bid

Note:

1. Commercial Bid (Annexure- VII) must be submitted in separate sealed envelope for each quoted item. The envelope cover for each case must be superscribed with "Commercial Bid for Furniture Items Sl. No. _____" and all these envelopes should be placed in another sealed envelope (Master Commercial Bid Envelope).
2. The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.
3. For detail specification of the item, kindly refer Annexure-I.
4. A supplier can submit maximum 03 sample of each quoted item.

Bidder must submit their Commercial bid in the following format only:

S. No.	Required Item	Quoted Yes or No	Sample No.	Unit Price [Including all Taxes/ Charges/ F.O.R.]
1	Thermal Scanner (Infra-Red)			
2	Spray Machines			
3	Back Pack Spray Machine (automatic Battery Operated)			
4	Hand Sanitizer (Spray) (100ml, 70% Alcohol)			
5	Surgical Hand Gloves (6½")			
6	Surgical Hand Gloves (7")			
7	Face Masks (Triple ply-disposable)			
8	ICU Kit			
9	Bleaching Powder			
10	Virex II 256 (Broad Spectrum Disinfectant)			

Note: Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VIII

EMD Summery
[Para 14] / (Rule 170 of GFRs, 2017)

S. No.	Required Item	EMD Required	Quoted Yes OR No	DD No.	DD Date	DD Amount	Issuer Bank Name
1	Thermal Scanner (Infra-Red)	Rs. 15,000/-					
2	Spray Machines	Rs. 10,000/-					
3	Back Pack Spray Machine (automatic Battery Operated)	Rs. 500/-					
4	Hand Sanitizer (Spray) (100ml, 70% Alcohol)	Rs. 7,000/-					
5	Surgical Hand Gloves (6½")	Rs. 1,000/-					
6	Surgical Hand Gloves (7")	Rs. 4,000/-					
7	Face Masks (Triple ply-disposable)	Rs. 10,000/-					
8	ICU Kit	Rs. 1,000/-					
9	Bleaching Powder	Rs. 500/-					
10	Virex II 256 (Broad Spectrum Disinfectant)	Rs. 1,000/-					
Total = ₹ 50,000/-							



Demand Draft/ Banker Cheque No. : _____

Issue Date : _____ - October - 2020

Issuer Bank Name : _____

Branch : _____

Amount : ₹ _____/-

Note:

1. The EMD is refundable.
 - For non-qualified: Immediately after issuance of Letter of Award (LOA) to the successful bidder.
 - For qualified: After 03-Months of successfully completing the work order / Submission of Performance Guarantee.
2. The Demand Draft/ Banker Cheque must be in favour of "Finance Officer, Aligarh Muslim University" payable at Aligarh.
3. Non-Submission of original EMD document shall lead to rejection of the tender.
4. Bidder(s) registered with MSME (Micro, Small and Medium Enterprises)/ NSIC (National Small Industries Corporation) are exempted from payment of EMD. A Copy of valid Certificate (self-attested) of registration (valid for at least 06-months from tender opening date) must be uploaded with technical cover.
 - AMU Registration No (if any) :
 - NSIC Registration No (if any) :
 - MSME Registration No (if any) :
- Note:** Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
5. No interest shall be paid on EMD.
6. EMD shall be forfeited, in any of the following case(s):
 - a. The bidder withdraws its proposal after the proposal due date.
 - b. The successful bidder fails to accept LOA within the stipulated period.
7. Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

.....

.....

Contact No.:

Email:



Annexure- IX

Terms and Conditions

1. The bidding firm should be a reputed firm having registration certificates, viz. Goods & Service Act, 2017 (GST), PAN/ TAN Card etc. The photocopies of the documents should be attached with the quotation.
2. University reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. Bid Security (EMD) as per Annexure-VIII (refundable) against quoted item should be deposited along with quotations, in the form of Demand Draft/ Bankers Cheque, in favour of "Finance Officer, Aligarh Muslim University, Aligarh". [Para 14]
In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned. However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of the certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (Rule 170 of GFRs 2017)
Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
4. The awardee bidder shall be required to furnish a performance Security within 02 working days of the receipt of "Letter of Award" for an amount of 7.50 % of the awardee value in the form of the Demand Draft/ Bankers Cheque/ Fixed Deposit, in favour of "Finance Officer, Aligarh Muslim University, Aligarh". [Para 15 / Rule 171 of GFRs, 2017]
5. Quotations which are incomplete/ incorrect/ unclear/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
6. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
7. The rate of GST including surcharge along with concession admissible to educational institution may be specified.
8. The University reserves the right to accept/ reject any or all the tender(s)/quotation(s) or to allot full or part of the supply/ services to one or more firms.
9. The University reserves the right to reject any or all the tender(s)/quotation(s) thereof and to call for any other details or information/ clarification from any of the tender(s)/quotation(s).
10. The University reserves the right to cancel the order.
11. In addition to official landline phone/ fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
12. Providing any false/ wrong information (including the supply of any wrong contact information, leading to the loss of communication) will be treated as the breach of contract/ tender.
13. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
14. No advance payment will be made to the supply/ service provider for any of the work assigned by AMU. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.
15. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
16. The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, falling which the late delivery charge @ 1.00 % per working day will be applicable. [Para 18 & 19]
17. If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.
18. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
19. The discount/ rebate admissible, if any, may be quoted.
20. If the date of receipt/ submission/ opening of tender(s)/ quotation(s) is/ are declared to be a public holiday, the tender(s)/ quotation(s) will be received/ submitted/ opened on the next working day at the same time.



21. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought to the notice of Assistant Finance Officer (Purchase) within 02 working days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.
22. Any increase in the rate during the course of service period shall not be acceptable.
23. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
24. The bidding firm should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.
25. AMU reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
26. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
27. Intending tenders are advised to visit again AMU/ CPPP website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
28. All disputes relating to this tender shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor, AMU, whose decision will be binding on both the parties.
29. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
30. The University shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.
31. Errors & omissions excepted.
32. Any conditional bid is not acceptable and seems to be rejected.
33. The above said NIT will be governed under the Rules/ Guidelines/ Orders/ Law of the Union Government/ CVC/ Hon'ble Courts as issued time to time. However, if there is any deviation, the Rules/ Guidelines of the Union Government will be treated as final.
34. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical-cum-sample bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).
35. No bidder has been allowed to any alter, delete, or add anything with the main/ partial contents of this tender document, if anyone found, the University reserves the right to take any appropriate action against the bidder.

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

.....

Contact No.:

Email: