



# University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota (Rajasthan)-324005

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YEARS OF  
THE UNIVERSITY

NIB No.: F4( ) / GAD / UOK / 2021 / 4748

Date: 25.8.2021

## Notice Inviting Bid (NIB) 06/2021-22

University of Kota, Kota hereby invites **Open Competitive** e-bids from experienced, technically and financially sound & reputed manufacturers and/or their authorized distributors/selling agents fulfilling criteria through **Two Bid System** (technical bid and financial bid separately) as per the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 & RTPP Rules, 2013 for "Supply, Installation, Satisfactory Demonstration and Trainings of **Elisa Reader and other Equipment** along with their accessories for the Department of Microbiology of the University under RUSA 2.0 Scheme". The bidders may participate in online bid process on <http://eproc.rajasthan.gov.in> and the bid may be downloaded from **11.00 AM** of the **26/08/2021** and last date of submission of the bid is **09/09/2021** up to **05:00 PM**. The bid documents, technical conditions and other details of the same may be seen on <https://eproc.rajasthan.gov.in>, <https://sppp.rajasthan.gov.in> and University website <https://www.uok.ac.in>. Corrigendum, if required, shall be published on the above-mentioned websites/portals only.

### IMPORTANT INSTRUCTIONS TO BIDDERS: -

1. Bidding schedule regarding procurement of goods / items / instruments / equipment is mentioned below:

S. No.	Particulars	Date	Time
1.	Start date and time of downloading of bid document	26/08/2021	11.00 AM
2.	End date and time of online submission of bid document	09/09/2021	05.00 PM
3.	End date and time of submission of tender fee, tender processing fee and Bid security declaration in the annexed format-I (at University of Kota in physical form)	10/09/2021	05.00 PM
4.	Date and time of opening of technical bid	13/09/2021	03.00 PM
5.	Date and time of opening of financial bid	It will be intimated separately	

#### Note:

- Bid(s) received after the specified time and date shall not accepted and opened in any condition.
- In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.

2. The interested bidders may submit their online bids along with following separate Demand Drafts:

S. No.	Particulars	Amount (in INR)	DDs will be drawn in Favour of	Payable at
1.	Bid Fee (Non-refundable)	Rs. 1000/- (Rupees One Thousand Only)	Registrar, University of Kota, Kota	Kota
2.	Bid Security declaration*	In the format annexed at annexure-I	Addressing to Registrar, University of Kota, Kota	-
3.	Bid Processing Fee (Non-refundable)	Rs. 500/- (Rupees Five Hundred Only)	Managing Director, RISL	Jaipur

\* Bid shall be accompanied by a bid security declaration in lieu of Bid security in prescribed format on the Judicial Stamp of Rs. 50/- (with 30% surcharge payable) (applicable up to 31/12/2021, as per the Rajasthan Transparency in Public Procurement (Second Amendment) Rules, 2020 Finance (G&I) Department Notification published in Rajasthan Gazette Extraordinary on 18 December 2020).

Note: Without Bid Fee, Bid Security declaration as per annexure-I and Bid Processing Fee, the bid will not be accepted in any condition.

35



3. The demand drafts must reach originally in the office of procuring entity (Registrar, University of Kota, Kota) on or before last date and time as mentioned above failing which bids shall not be considered.
4. The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" {hereinafter called the RTPP Act} and the "Rajasthan Transparency in Public Procurement Rules, 2013" {hereinafter called the RTPP Rules} under the said Act have come into force which are available on the State Public Procurement Portal website (<https://sppp.rajasthan.gov.in>). Therefore, the bidders are advised to acquaint themselves with the provisions of the RTPP Act and the RTPP Rules before participating in the bidding process.
5. Two Bid System (opening and evaluation of technical bid and financial bid separately) will be adopted by strictly following the RTPP Act and RTPP Rules for the procurement of goods, articles, items, instruments, equipment, etc. from the successful bidder(s).
6. Bidders are advised to read all the Terms & Conditions of the bid carefully before participating in the online bidding process.
7. The bidder must be a well-established manufacturing company / firm / authorized distributor / seller with a large market share in the related goods / works / items / equipment.
8. Only bonafide bidders will be allowed to participate in the procurement process. Therefore, bidders shall furnish a declaration regarding qualifications along with other necessary documents which are required for participation in the bidding process and eligibility for bidders.
9. The procuring entity shall disqualify a bidder if it finds at any time that the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation or materially inaccurate or incomplete. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so.
10. An average annual turnover of last three financial years of the bidder shall be equal to or more than the estimated value of the bid.
11. The bidder must have at least two years of experience in supply, installation and after sale services and maintenances of quoted goods / items / equipment and bidder will have to enclose at least two supply/work orders of equipment/instruments in its support.
12. General instructions for online submission of e-Bids:
  - (i) The bid(s) shall only be submitted through online bidding process of the e-procurement system (<https://eproc.rajasthan.gov.in>). The bid(s) shall not be accepted personally.
  - (ii) The bidders, who are interested in the bidding process, can download bidding document from the website of the e-procurement system(<https://eproc.rajasthan.gov.in>) or the State Public Procurement Portal (<https://sppp.rajasthan.gov.in>) or the website of University of Kota (<https://www.uok.ac.in>).
  - (iii) Bidders, who wish to participate in the e-bidding process, will have to be registered on <http://eproc.rajasthan.gov.in>.
  - (iv) To participate in the e-bidding process, the bidders will have to procure Digital Signature Certificate (DSC) as per Information Technology Act, 2000 using which they can sign their electronic bids.
  - (v) Bidder will submit their offer online in electronic formats both for technical and financial proposals. However, DDs / Banker's Cheques / BGs for bid fee, Bid Security declaration, Bid processing fee, performance security, etc. should be submitted manually in the office of procuring entity before scheduled date and time as mentioned in the NIB. Scanned copies of the DDs should also be uploaded along with the online bid. The BGs should be valid for a period of sixty days beyond the date of completion of all contractual



- obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- (vi) Before electronically submitting the bids, it should be ensured that all the bid papers including conditions of contract are digitally signed by the Bidder.
  - (vii) No extension in deposition of e-bid will be allowed. Therefore, all the bidders are advised not to wait of the last date and submit their e-bids at the earliest. The procuring entity will not be responsible for any last-minute rush on the e-procurement website.
  - (viii) Before the last date of the submission of e-bid, the procuring entity may amend any of the e-bid conditions, as may be desired and if such an Second Amendment is absolutely necessary. The amended e-bidding document will be made available on the websites of the e-Procurement System, State Public Procurement Portal and the University of Kota, Kota.
  - (ix) Bidder should submit e-bid duly furnishing the required information as per bidding document. The e-bid proposal should be strictly in conformity with prescribed terms and conditions of the bidding document. Proposals, which deviate from the terms and conditions of the bidding document, are liable to be rejected. Conditional e-bid proposals will not be accepted.
13. Bidders shall have to submit PAN, GST Registration Number, GST Clearance Certificate and any other document as required in the bidding document without which the bids will not be considered.
  14. All self-attested documents must be submitted in Hindi or English language. If the documents are not in Hindi or English, then the documents should be translated in Hindi or English and also be attested by the authorized translator. Translated copy along with copy of original document must be submitted.
  15. Signature of the bidder is essentially required on each page of the e-bidding document as a token of acceptance of all the terms and conditions of the bidding document.
  16. Any change in the constitution of the firm, *etc.*, shall be notified forthwith by the contractor in writing to the procuring entity and such change shall not relive any former member of the firm, *etc.*, from any liability under the contract.
  17. No new partner(s) shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms & conditions and submit a written agreement in the office of the procuring entity to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
  18. Erasures or overwriting shall not be allowed on any page of any document. The bidding document as well as all the supporting documents must be signed with the full name and seal of the bidder before uploading them on the website of the e-procurement system.
  19. Rate shall be written both in words and in figures. There should not be errors and/or overwriting. Corrections, if any, should be made clearly and initialed along with dates. The bidder should mention elements of statutory taxes such as Central/State GST which should be shown separately as per BOQ/ financial bid format. If any discrepancy is found in the rates quoted in the figures and words, then rate quoted in words will be treated as valid rates. Bidder will not be allowed to correct such mistake after opening of the e-Bid.
  20. All the rates quoted for the goods / items must be Free on Road (**FOR**) for the University of Kota, Kota (Rajasthan) and should include all charges, duties, levies, taxes, *etc.* except statutory taxes such as Central/State GST as per BOQ/ financial bid format and customs /excise duties and their clearance charges(if applicable in case of imported goods/items/instruments). No cartage or transportation charges will be paid by the University of Kota, Kota. Delivery of the goods / items shall be given as per delivery schedule.

21. Since, the goods, items, instruments, equipment, *etc.* are being purchased for office use only and not for commercial purposes or for sale or re-sale, or use for manufacturing purposes. Therefore, goods, articles, items, instruments, equipment, *etc.* are exempted from the payment of octroi to the municipalities. Hence, no payment of octroi shall be admissible and expenses in this regard, if any, shall be borne by the bidder.
22. The procuring entity is not bound to accept the lowest price bid. The lowest price bid may be rejected and/or a higher price bid may be accepted on the basis of higher quality of the works, goods, articles, items, instruments, equipment, *etc.*
23. e-Bid will be liable for outright rejection, if any rate is disclosed or any discount/special offer is mentioned by the bidder at any other place than the financial bid.
24. The procuring entity reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids or any of the bids or any part of the any bid at any time prior to award of contract, without thereby incurring any liability to the bidders.
25. Complete procurement process including opening of bids, negotiation with bidders, issuing award of contract or letter of acceptance or letter of intent or purchase orders to the successful bidder(s), an agreement between the successful bidder(s) and the University of Kota, *etc.* will be executed in the office of the procuring entity of the University.
26. The successful bidder(s) shall be deemed to have carefully examined the terms & conditions, specifications, size, make, and drawings, *etc.* of the goods, articles, items, instruments, equipment, *etc.* to be supplied. If he/she has any doubt as to the meaning of any portion of these conditions or of the specification, drawing, *etc.*, he/she shall, before signing the contract, refer the same to the procuring entity and get clarification.
27. The contractor/successful bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.
28. Any bidder or prospective bidder who has been participated in the procurement process may file an appeal to the first and/or second appellate authority in the prescribed format against any decision, action or omission of the procuring entity.
29. In case of any query regarding procurement, the bidder(s) may contact to the procuring entity of the University/Registrar Office (**Phone: 0744-2472934, e-mail: registrar@uok.ac.in**).



**Registrar**