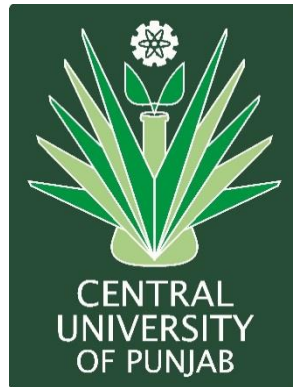


# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-57(2018-19)



## Tender Notice for Purchase of Video Camera Tripod and Portable Audio Recorder

(Single Bid System)

Release Date : Jan 09, 2019

Last Date : Jan 29, 2019; 5:00PM

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: [procurement@cup.edu.in](mailto:procurement@cup.edu.in) Tel: 0164-2864155,

**Central University of Punjab, Bathinda**

Central University of Punjab invites online/e-tender for supply of ***Video Camera Tripod and Portable Audio Recorder***

<b>Tender Notice Number</b>	:	P-57(2018-19)
<b>Release Date of the Tender</b>	:	Jan 09, 2019
<b>Last date for the submission of Tender</b>	:	Jan 29, 2019; 5:00PM
<b>Opening date of Tender</b>	:	Jan 30, 2019; 5:00PM (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
<b>Name and Address of the University</b>	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
<b>Telephone.</b>	:	0164-2864155
<b>E-Mail Address</b>	:	registrar@cup.ac.in
<b>Earnest Money Deposit (EMD)</b>	:	<b>Rs. 4,000/-</b> in form of DD/FDR/Bank Guarantee drawn in favour of “ <b>Central University of Punjab, Bathinda</b> ”.

**Note:** Offers without EMD shall not be entertained. The bidders registered with NSIC/MSME are exempted from submission of EMD, only after providing proof of registration with NSIC/MSME (as the case may be). Without any proof no submission will be entertained.

**INDEX**

<b>Sr. No.</b>	<b>Contents</b>	<b>Annexures</b>
I.	GUIDELINES FOR PREPARATION OF TENDER	Annexure-A
II.	GENERAL FINANCIAL TERMS AND OTHER CONDITIONS	Annexure-B
III.	TECHNICAL SPECIFICATIONS OF EQUIPMENT/ITEM	Annexure-C
IV.	FORMAT FOR THE SUBMISSION OF RATES – PRICE BID	Annexure-D
V.	FORMAT FOR NON-BLACKLISTING OF SUPPLIER	Annexure-E
VI.	APPLICATION FORM	Annexure-F
VII.	DECLARATION BY SUPPLIER	Annexure-G
VIII.	CHECK LIST	Annexure-H

## **GUIDELINES FOR PREPARATION OF TENDER**

1. Bids shall be submitted online and offline as well in the name of “Registrar, Central University of Punjab, Bathinda” at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. The Bidder shall download the Tender Enquiry Document directly from the websites <https://eprocure.gov.in/eprocure/app> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
3. The bidding process is both online & offline, EMD & Technical cum Financial Bid must be submitted (both online and offline). Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
4. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/ modifications in the Tender Enquiry Document.
5. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of bid, for any corrigendum.
6. The documents to be submitted in their bid may be scanned with 100 dpi with black and white option which helps in fast uploading.
7. **The Hard copy of Technical cum Financial Bid in separate sealed envelope (with respective marking superscripted in bold) should also be sent to “Central University of Punjab, Bathinda” through post and the same must be uploaded online on CPPP portal.**
8. The EMD/Bid Security shall be deposited through Bank Guarantee/Demand Draft/FDR drawn in favour of the ‘Central University of Punjab, Bathinda’. The original Earnest Money/Bid Security must be delivered to “Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda-151001 prior to bid opening date and time as mentioned in tender document, failing which, the bid shall be summarily rejected.
9. For offline submission, the first envelope (envelope 1) marked “**EMD**”, should include applicable EMD. However, if exempted from EMD, exemption certificate should be submitted in this envelope. Second envelope (envelope 2) marked “**Technical cum Financial Bid**” should include all essential documents mentioned in this tender document.

10. Two sealed envelopes containing EMD and Technical cum Financial Bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence. Technical compliance sheet for each instrument should be strictly as per tender format and signed & stamped on each page and it should not be just cut /copy/ paste and should provide brochure mentioning item(s) with detailed information.

11. Tenders must accompany a copy of the ***“General Financial Terms and Conditions”*** section of this document, signed and stamped on each page indicating that they agree to these and mention that in future they will not-take any actions against these terms and conditions.

12. The Tenders will be opened at the University campus as per given schedule in presence of university officials. If the Tender opening day happens to be official Holiday then the tenders shall be opened on the next working day in the presence of bidders whosoever may wish to be present.

13. The tenders received late or without earnest money or misleading information will be out-rightly rejected. However, in those cases where required documents are not submitted or tender is incomplete in any respect, Central University of Punjab, Bathinda, reserves the right to reject such tenders without forwarding any messages to concerned supplier / company. Submission of documents (by facsimile, email and so on) is not acceptable.

14. The printed literature and catalogue/brochure giving full technical details should be provided/included with the Technical cum Financial Bid to verify the specifications quoted in the tender.

## **GENERAL FINANCIAL TERMS AND OTHER CONDITIONS**

1. **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection.
2. **Prices:** Quoted prices of respective item(s) (either imported or indigenous, as the case may be) should be firm, inclusive of insurance and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda (unless specified otherwise by the university) and complete break up of all charges, taxes and duties payable by the university should be clearly defined, otherwise it will be presumed that the rates quoted are inclusive of all these charges/taxes/duties and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated. For Imported equipment/item directly supplied by overseas Principal/OEM, prices must be quoted in foreign currency only.**
3. **Concessional GST:** Central University of Punjab is a Research Institute other than Hospital Registered under Department of Scientific and Industrial Research (DSIR), Govt. of India and is entitled to avail concessional rate of Goods and Service Tax (GST) in terms of Ministry of Finance notification 47/2017 – Integrated Tax Dated 14.11.2017. University is eligible for concessional GST@5%. University will provide a certificate in this regard to the supplier.
4. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
5. **Payment will be made to the supplier through following modes.**  
100% payment will be made through ILC/RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter and on the submission of performance bank guarantee valid for warranty period + 6 months. In case of ILC, charges will be borne by the supplier and adjusted against the payment. In case bidder is not agreeable to bear ILC charges, the same shall be separately specified by the bidder, in which case, the applicable ILC charges will be loaded in bidder's price bid for the purpose of financial evaluation of bids.
6. **Validity:** Tenders should be valid for three months from the last/due date of tender submission.
7. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders will be opened at the University campus as per given schedule. If the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.

8. **Tenders received late or Misleading or Incomplete Tenders:** Tenders received late / misleading / submitted without earnest money will out-rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted. However, in those cases where required documents are not submitted or tender is incomplete in any respect, Central University of Punjab, Bathinda, reserves the right to reject such tenders or to make further enquiry.
9. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders at any time without assigning any reason.
10. **Delivery Schedule:** Supply and installation must be within 4 weeks, unless specified otherwise.
11. **Installations:** Installations and Training for usage of the equipment/item under purchase will be of free of cost.
12. **Penalty for non/late delivery of material:** If the supplier fails to deliver and install the material/equipment/item within the stipulated delivery period of the Supply/Purchase order/contract, the same is liable to pay penalty charges @ 1% per week (or part thereof) of the cost of goods/ services, not exceeding maximum limit of 10% of the cost of complete unit of equipment/item /material so delayed to be installed.
13. **Custom Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is required to get the consignments cleared on behalf of the University. The admissible duties, as applicable, will be reimbursed to the Supplier on production of documentary evidence of such payment made. In case of direct supply by overseas Principal/OEM, the equipment/item should come straight from the nearest Port/Airport to the University and not be taken to any local warehouse/Godown. In case of inspection by the Customs, legible seal of Custom Officials should be present along the tearing of consignment.
14. **Security Deposit/PBG:**
- a. 02 PBG valid for Guarantee/Warranty period + 6 months, will be submitted by firm @5% each of the total equipment/item cost in the shape of FDR/PBG favouring **Central University of Punjab, Bathinda**. In case of non-compliance of performance/repair on complaint, PBG will be encashed by the University and deduct the amount accordingly. After deducting the penalty amount, the extra amount (if any) will be paid back after expiry of Guarantee/Warranty period. Failure to submission of security deposit/PBG within the stipulated time, will lead to forfeiture of EMD.
  - b. On faithful execution of the Supply/Work order/contract in all respects, including warranty period, the security deposit of the contractors/supplier shall be released after expiry of warranty period.
  - c. In the event of default on your part in faithful execution of Supply/Work order/contract, the security deposit shall be forfeited by an order of the Registrar of the

University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order/contract, like – recovery of penalty/damages for delay as per delivery provisions, under Negligence & default clause, including suspension of business dealings with the bidder which could extend for a specific period.

15. **Warranty/ Guarantee:** Please submit warranty clause clearly.

16. **Arbitration:**

a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.

b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.

c. The work under the contract shall, if reasonable possible continue/during the arbitration n proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.

17. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

18. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.



**TECHNICAL SPECIFICATIONS OF THE EQUIPMENT/ ITEM(S) / MACHINE**

<b>Sr. No.</b>	<b>Descriptions of items</b>	<b>Qty.</b>
1	<b>Video Camera Tripod</b> <ol style="list-style-type: none"> <li>1. Compatible to Sony – PXW Z150 Video Camera.</li> <li>2. Material-Alluminium</li> <li>3. Hight Extension-60 Inches</li> <li>4. Load Capacity- 15Kg</li> </ol>	03 Nos.
2	<b>Portable Video Recorder</b> <ol style="list-style-type: none"> <li>1. Full HD Recorder</li> <li>2. Built in USB Connector</li> <li>3. Minimum 4GB Storage Capacity</li> </ol>	01 No.

**Place:****Signature of Authorized Person****Date:****Designation****Seal**

**FORMAT FOR THE SUBMISSION OF RATES – PRICE BID**

(To be submitted on the letterhead of the company/firm)

**Equipment/Item Price:-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>	<b>Rate/ Unit</b>	<b>Total</b>
1	<b>Video Camera Tripod</b> Cost of the Equipment/Item including concessional GST@5% (FOR Central University of Punjab, Bathinda).	03 Nos.		
2.	<b>Portable Video Recorder</b> Cost of the Equipment/Item including concessional GST@5% (FOR Central University of Punjab, Bathinda).	01 No.		

**Note:** a. Taxes and other levies, if any are to be clearly specified in the bid.

- b. Concessional GST:** Central University of Punjab is a Research Institute other than Hospital Registered under Department of Scientific and Industrial Research (DSIR), Govt. of India and is entitled to avail concessional rate of Goods and Service Tax (GST) in terms of Ministry of Finance notification 47/2017 – Integrated Tax Dated 14.11.2017. University is eligible for concessional GST@5%. University will provide a certificate in this regard to the supplier.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/Department/Organization.

**Place:****Signature of Authorized Person****Date:****Designation****Seal**

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that our firm/company is never black-listed by the Union/State Government/Autonomous body.

Deponent

Address

\_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated:

\_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

**APPLICATION FORM**

To be Filled Completely and Signed

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Bathinda:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN, GST and TAN Number:
  
7. Manufacturing type (tick mark):
  - i. Import
  - ii. Indigenous
  - iii. Both
  
8. Any other relevant information:

**DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

**Annexure-H****CHECK LIST**

(TO BE FILLED COMPLETELY &amp; PLACED IN ENVELOPE-I)

<b>Sr. No.</b>	<b>Points to be verified</b>	<b>Yes/ No</b>
<b>1</b>	Duly filled and signed Annexures A to G attached.	
<b>2</b>	EMD (NSIC/MSME Certificate attached, if exempted).	
<b>3</b>	Photocopy of PAN, GST and TAN card.	
<b>4</b>	Copy of income tax return.	
<b>5</b>	Sales tax registration certificate.	
<b>6</b>	Copy of "General Terms and Conditions" signed and stamped on each page.	
<b>7</b>	Affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-black listing of supplier attached.	
<b>8</b>	Whether catalog of the Equipment/Item attached?	

**Place:****Signature of Authorized Person****Date:****Designation****Seal**