

E-Tender for Supply & Installation of Table Top Weaving Looms & Accessories in the State University of Performing and Visual Arts, Sector-6, Rohtak



TABLE OF CONTENTS

Sr. No.	Name of Contents	Page No.
1	Press Notice	3
2	Tender notice	4
3	Key dates	5
4	Instructions to the Bidder for E-Tendering	6-11
5	Eligibility Conditions	12
6	General/ Standard Terms and conditions	13-15
7	Scope of work (Specification of items)	16



State University of Performing & Visual Arts, Rohtak
(Established by the State Legislature Act 24 of 2014)
Sector-6, Rohtak-124001



TENDER NOTICE

Online tenders are hereby invited from Manufacturers / Authorized dealers for providing Table Top Looms in the Department of Design. The Tender document will be available online from 26.02.2019. Last date to upload online tender is 20.03.2019 up to 5: 00 PM. For further details, please refer to the tender document on e-portal <https://haryanaeprocurement.gov.in> or <https://supva.haryanaeprocurement.gov.in>

Note: The Registrar reserves the right to accept or reject any tender without assigning any reason.

REGISTRAR



State University of Performing & Visual Arts, Rohtak
(Established by the State Legislature Act 24 of 2014)
Sector-6, Rohtak-124001



TENDER NOTICE

Online tender are hereby invited on the half Registrar, State University of Performing & Visual Arts, from **the Manufacturers / Authorized dealers for providing Table Top looms in Department of Design.**

Sr. No	Name of Work	Estimated cost (Rs. In Lakh)	Tender documents fee+ E-tendering fee (In Rs.)	Earnest money from bidder (Rs. Lakh)	Time limit to complete the work	Release of tender	Date of EMD Submission	Last date of bid submission
1	Supply and installation of Table Top Weaving looms & accessories in the State university of performing & Visual arts , Rohtak	15.00	1000.00 +1000.00	0.30 for Contractors/Firms and .15 for L&C Societies	90 days			

- Bidding documents can be downloaded online from the portal <https://haryanaeprocurements.gov.in> Or <https://supva.haryanaeprocurement.gov.in> by the contractor registered on the portal.
- As the Bids that are to be submitted online are required to be encrypted and digitally signed the bidder is advice to obtain the same at the earliest. For obtaining Digital Certificate, the bidder may contact the representative of Next tender, the service providers of electronic Tendering system.
- The contractual agency will submit their tender documents (online) as per the schedule dates mentioned.
- For any query related to the tender the Bidder may contact the Nodal officer Sh. Devender Rathee, Assistant Registrar, SUPVA on 01262-660507 in between 9.00 A.M to 5.00 P.M

REGISTRAR

Key Dates

Sr. No.	SUPVA Stage	Bidder Stage	Start date & Time	Expiry date & Time
1.		Downloading of the tender online and bid preparation and submission	26.02.2019	20.03.2019
2.	Technical bid opening	To be communicated later		
3.	Financial bid opening		To be communicated later	

CONDITIONS:-

1. Date of submission of the EMD shall be 19.03.2019 up to 04.00 PM
2. Bidders have to complete bid preparation & submission stage on the scheduled date as mentioned above.
3. Bidder must confirm & check his/her bid status after completion of his paper work.
4. Bidder can rework on his/her Bid even after completion of “Bid preparation & submission stage” (Bidder stage) subjected to the condition that someone must take place during the stipulated time frame of the bidder stage.
5. For any query related to the tender the Bidder may contact the Nodal officers Sh. Devender Rathee, Assistant Registrar, SUPVA on 01262-660507 in between 9.00 A.M to 5.00 P.M

Registrar
For & on behalf of
State University of Performing & Visual Arts, Rohtak

Instructions to Bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e.

<https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details, please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

M/s Nextenders(India) Pvt. Ltd.
O/o. DS&D Haryana,
SCO – 09, IInd Floor,
Sector – 16,
Panchkula – 134108
E - Mail: Chandigarh@nextenders.com

Help Desk: 1800-180-2097 (Toll Free Number)

- 2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

- 2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.6** In case of any change in the authorization, it shall be the responsibility of the management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.7** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4. Pre-requisites for online bidding:

In order to bid online on the portal <https://haryanaeprocurement.gov.in> , the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

7. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, E-Service fee, EMD fees of online Bids:

- 8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and E-service Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

- 8.2 The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

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

NOTE:-

- (A) **If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.**
- (B) **Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.**
- (C) **For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to download the file.**

Guidelines for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button

- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- i) Bidder shall log into the client e-procurement portal using user id and password as per existing process and select the RTGS/NEFT payment option.
- ii) Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that are required by the bidder to make RTGS-NEFT payment.
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iii) The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challans.
- iv) The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challans.

v) Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net Banking Banks			
Sr. No.	Name of Bank	Sr. No.	Name of Bank
1	Allahabad Bank	19	Indian Overseas Bank
2	Axis Bank	20	Indusind Bank
3	Bank of Bahrain and Kuwait	21	ING Vysya Bank
4	Bank of Baroda	22	J and K Bank
5	Bank of India	23	Karnataka Bank
6	Bank of Maharashtra	24	Kotak Mahindra Bank
7	Canara Bank	25	KarurVysys Bank
8	City Union Bank	26	Punjab National Bank
9	Central Bank of India	27	Oriental Bank of Commerce
10	Catholic Syrian Bank	28	South Indian Bank
11	Corporation Bank	29	Standard Chartered Bank
12	Deutsche Bank	30	State Bank of India
13	Development Credit Bank	31	Tamilnad Mercantile Bank
14	Dhanlaxmi Bank	32	Union Bank of India
15	Federal Bank	33	United Bank of India
16	HDFC Bank	34	Vijaya Bank
17	ICICI Bank	35	Yes Bank
18	IDBI Bank	36	

ELIGIBILITY CRITERIA

The Bidder must fulfill the following eligibility conditions:

1. The bidder should submit the attested Copy of Firm Registration under companies Act / ISO Certificate, GST/ Sale Tax Registration, VAT Registration Certificate, PAN and Annual Audited Report of last 2 years.
2. Bidder sales turnover should not be less than Rs. 25 Lakhs (Rupees twenty five Lakhs) per annum in the sale of same or similar machines /equipments.
3. Bidder must be manufacturers of looms or Authorized Agents / dealers of manufactures will be eligible. Authorization letter from the Manufacturers should be enclosed in the bid document with respect to all the major items.
4. The bidder should have experience of similar machines/ equipment for a minimum period of two years. The tenderers should submit copies of supporting records to prove the condition.
5. Bidder shall ensure the quality of looms and its accessories.
6. Bidder shall provide the copy of satisfactory installation certificate of minimum 20 units per annum in Govt. / Private any organization.
7. The bidder should not have been blacklisted by any State Government/Central Government and/or any Central PSU affidavit in support of the same is to be submitted by the bidder.
8. Email & telephone numbers and the correspondence address are submitted with the technical bid.
9. The bidder shall ensure to deposit the EMD of amount of Rs.30, 000/- and tender document fee of an amount of Rs. 1000/-.
10. The bidder shall ensure to deposit the e-tender fee of amount Rs. 1000/-.

General/ Standard Terms and conditions

This portion contains the general/standard terms and conditions of the tender and its compliance is essential, failing which the contract may be cancelled.

1. Delivery Destination: - The supply of the material will have to be done at the acceptance of the goods at Rohtak

2. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the University. The acceptance of goods, however, will be subject to the approval of the inspection committee of the SUPVA, Rohtak. In case of rejection of the consignment, the supplier will have to remove the consignment from the university premises within 10 days failing which it will become property of the University and no claim of any nature will be entertained.

3. Delivery Period:-

The supply is to be made within 60 days of the date of dispatch of the purchase order.

4. Delivery Period Extension:-

The purchase orders shall be executed within the time specified in the contract. However, in case of major reasons beyond control of the supplier, he may submit a written request to the Registrar for grant of extension in delivery period. The written request in this regard should clearly spell out such reasons.

The Registrar, if satisfied with the reasons, may grant extension for a reasonable period for delivery of the goods.

5. Penalty for delayed supply:-

In the event of delayed supply, the Registrar will be competent to impose penalty @ 1 % per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the Total Amount of supply Order. The supply will be deemed to be completed on the day when 100% supply is handed over to the University.

6. EMD forfeiture:-

In case the contractor backs out of the supply, the earnest money deposited by him shall be forfeited. Apart from it, he will be debarred from participation in University Tender for a period of two years.

7. Quantity Variation:-The University reserves its right to increase or decrease the final quantity of machine and its accessories.

8. Manual/Literature:-The detailed literature/catalogue of the quoted item and its accessories should also be attached with the tender documents duly signed.

9. Right to Bid rejection:-The University reserves the right to reject any or all offers without assigning any reason.

10. Warranty: - The Warranty will be for a period of 36 months from the date of completion of supply of complete looms and accessories.

11. Performance Warranty:-

Before release of the payment, the successful bidders will be required to submit a performance warranty in the form of a bank guarantee equal to 5% of the supply order for the warranty period of the looms and accessories.

12. Payment:-

The Payment will be made after successful completion of delivery of looms and accessories and its inspection and further after the on-site training imparted, if it is required or sought by university.

13. CORRECTION OF DEFECTS NOTICED DURING THE WARRANTY PERIOD:

The SUPVA may give notice to the Contractor / Firm / Supplier of any defects before the end of the warranty period, which begins at completion of work and ends after 3 years. The warranty period shall be extended for as long as defects remain to be corrected. Every time notice of defect/defects is given, the Contractor/firm/supplier shall correct the notified defect/defects within the length of time to be given by the University. The bidder will extend the Bank Guarantee, in case warranty period is extended.

The contractor/firm/supplier's liability during the warranty period from the final date of completion shall not be limited to rectification of defects only. In case university orders for replacement of defected items then the same will be have to be replaced.

14. UNCORRECTED DEFECTS:

If a Contractor fails to correct the defects within the warranty period to the satisfaction of the SUPVA, within the time given by the University, the University will be free to get the defects removed from the local market and the cost thus incurred will be deducted from the final payment/bank guarantee of the agency.

15. INSPECTION AT FACTORY PREMISES:

Inspection Committee of SUPVA will be at a liberty to get the inspection of looms and accessories done during manufacturing at factory premises by a Committee of officers appointed by the university.

16. TEST CERTIFICATE:

Required test certificates of wood, steels and other parts will be inspected during manufacturing at factory premises by the Committee constituted by the competent authority for the purpose.

17. RANDOM CHECKING:

Random checking can be made by the HOD/Inspection Committee and the wastage will be borne by the bidder.

18. Dispute redressal System:-

(i) In case of any dispute the matter will be referred to the Vice Chancellor of SUPVA and his decision will be final.

(ii) Either party, not satisfied with the decision of the Vice Chancellor, may opt for Arbitration under Arbitration & Reconciliation Act 1996. Appointment of sole Arbitrator will be done by Vice Chancellor on the request of the aggrieved party within 30 days from the date of request. Arbitrator will be of the rank of serving / retired Chief Engineer/ Superintending Engineer of Civil Engineering.

(iii) The supplier will deposit charges at the rate of 7.5 % of the claim with the University & the same will be released only after the settlement of dispute.

(iv) Expenses on account of arbitration will be shared equally by both the parties.

18. Jurisdiction:-All disputes shall be subject to Rohtak jurisdiction.

The terms & conditions of tender have been read and I/We certify that I/We clearly understand the same and undertake for its compliance.

Place_____

Signature of authorized person

Date-----

TECHNICAL SPECIFICATION OF MACHINES AND DRWAING

Sr. No	Item Name	Specification	Quantity	Unit	Rate to be quoted by tendered
1	Table Top Weaving looms (Good quality)	Loom Width -24 inches Reed Width -20 inches Healed shaft- 8 no. All Lever – front) All Accessories (included) : Reed (30): 1 No. Wooden stick shuttle : 2 No Metal Healed Hook : 2 No Wooden Lease Rod : 2 No Metal Warping rods : 2 No Healed Frame : 1 No Healed Wire : 800 No	20	Each	
2	Warping Machine	Capacity - 11 Meter	20	Each	
3	Reel stand	Material – Metal	20	Each	
4	Charkha	Metal	10	Each	
5	Swift stand	Wooden	10	Each	

ANNEXURE-I

Financial Bid for Supply Looms & Accessories					
S.No	Item name	Brief Description of item	Quantity in Numbers	Unit	Rate to be quoted by the bidder in Rupees
1	Table top loom with all accessories (Good quality)	Loom Width -24 inches Reed Width -20 inches Healed shaft- 8 no. Wheel –Metal All Lever – front All Accessories (included) : Reed (30): 1 No. Wooden stick shuttle : 2 No Metal Healed Hook : 2 No Wooden Lease Rod : 2 No Metal Warping rods : 2 No Healed Frame : 1 No Healed Wire : 800 No	20	Each	
2	Warping Machine	Capacity - 11 Meter	20	Each	
3	Reel stand	Material – Metal	20	Each	
4	Charkha	Iron	10	Each	
5	Swift stand	Wooden	10	Each	

ANNEXURE-II

Technical Bid for Table Top loom			
Sr. No.	Particulars	Information to be provided by the bidders Yes /No	Reference of page No. in the document uploaded with the tender
1	Copy of Firm Registration/ ISO Certificate if any, Service Tax Registration, VAT Registration Certificate, PAN and Annual Audited Report of last two years.		
2	Copy of the Proof of turnover not is less than Rs.25 Lakhs (Rupees twenty five Lakhs) per annum in the past two years in the sale of same or similar machines /equipments.		
3	Copy of the proof of manufacturers of looms or Authorized Agents / dealers.		
4	Copy of the certificate showing the experiences of similar machines/equipments of minimum two years.		
5	Copy of proof of the satisfactory installation certificate from the client of installing of minimum 20 units per annum.		
6	Affidavit in support of that the firm have not been blacklisted by any State Government/Central Government and/or any Central PSU.		
7	Email of firm		
8	Telephone numbers		
9	Correspondence address		