INSTITUTE OF HOME ECONOMICS
University of Delhi
F-4, Hauz Khas Enclave, New Delhi-110016
Tel. Nos . 011-26532402, 011-46018108
E-mail: principal@ihe.du.ac.in Web site: http://www.ihe-du.com/

Online (E-Procurement mode) bidding documents for purchase of High-
performance liquid chromatography (HPLC)

NOTICE INVITING ONLINE TENDER

Ref. No. IHE/2019-20/705 Dated: 09/7/19

The Institute of Home Economics (IHE) is a premier college under University of Delhi. The Department of Biochemistry, IHE, New Delhi, India, invites e-tender/s through the website URL:http://eprocure.gov.in/eprocure/app under Two bid system from eligible and qualified bidders for supply of the following good.

CRITICAL DATE SHEET

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<td>09-07-2019 (Tuesday)</td>
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<tr>
<td>Bid Submission Start Date (Online)</td>
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</tr>
<tr>
<td>Last date for submission of online Bid</td>
<td>23-07-2019 (Tuesday)</td>
</tr>
<tr>
<td>Bid Opening Date (Technical bid)</td>
<td>24-07-2019 (Wednesday)</td>
</tr>
<tr>
<td>Tender Fees</td>
<td>Rs 1000/-</td>
</tr>
<tr>
<td>EMD</td>
<td>Rs 50000/-</td>
</tr>
<tr>
<td>Address for Communication</td>
<td>The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, near Hauz Khas Metro station, New Delhi-110016 Ph: 011-26532402 E-mail: <a href="mailto:principal@ihe.du.ac.in">principal@ihe.du.ac.in</a></td>
</tr>
</tbody>
</table>

Tender Inviting Authority

Dr. Geeta Trilok-Kumar
Director
Institute of Home Economics (University of Delhi)
F-4, Hauz Khas Enclave
New Delhi-110016
INSTITUTE OF HOME ECONOMICS  
University of Delhi  
F-4, Hauz Khas Enclave, New Delhi-110016  
Tel. Nos. 011-26532402, 011-46018108  
E-mail: principal@ihe.du.ac.in Web site: http://www.ihe-du.com/

Online (E-Procurement mode) bidding documents for purchase of High-performance liquid chromatography (HPLC) 

NOTICE INVITING ONLINE TENDER

Ref. No. 14/8/19-20/105  
Dated: 02/7/18

The Institute of Home Economics (IHE) invites e-tender/s through the website URL: http://eprocure.gov.in/eprocure/app under Two Bid System from eligible and qualified bidders for supply of the following lab instruments.

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Important notes:-

1. Tender Documents can be downloaded from the IHE official website http://www.ihe-du.com/ or from the Central Public Procurement Portal URL: http://eprocure.gov.in/eprocure/app. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website URL: http://eprocure.gov.in/eprocure/app for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

3. IHE will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website URL: http://eprocure.gov.in/eprocure/app and enroll their Digital Signature Certificate and upload their quotation well in advance.

4. Any change/corrugendum/extension of opening date in respect of this tender shall be issued through IHE and CPPP websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

5. IHE reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: New Delhi  
Date: 

Director, IHE  
Dr. Geeta Trilok-Kumar  
Director  
Institute of Home Economics  
(University of Delhi)  
F-4, Hauz Khas Enclave  
New Delhi-110016
## SECTION-I

List of Items and Technical Specifications

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Items</th>
<th>Technical Specifications</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| 1.    | **High-performance liquid chromatography (HPLC)** | **Solvent Delivery Quaternary Pump**  
- Programmable Flow Rate Range: 0.0001 to 10 mL/min or more with 0.0001 increment  
- Max. Operating pressure: 400 Bar or more.  
- Plunger capacity: 10ul  
- Flow precision: 0.06 % RSD or less.  
- Flow rate accuracy: 1 %  
- Mixer should be quoted  
**Online Degassing Unit**  
- Flow lines- 4 or more  
**Autosampler with sample cooler**  
- Injection Volume Range: 0.1ul up to 100 ul.  
- Auto sampler carryover: < 0.005 % RSD or better  
- Injection Accuracy: 1 %  
- Sample Delivery Precision: 0.3% RSD or better  
- Number of repeated injections: 50 max per samples  
- Operating pH range: 1 to 14  
- At least 70 samples can be accommodated.  
- Sample Cooler Temp- 4 to 40 Degree  
**Photodiode Array Detector**  
- Wavelength range: 190 – 800 nm or better  
- Wavelength precision: ± 0.1 nm max.  
- Number of Diodes: 512  
- Bandwidth, slit width: 1.2 nm (high-resolution mode), 8 nm (high-sensitivity mode)  
- Light source: Deuterium lamp and Tungsten lamp  
- Wavelength accuracy: +/- 1 nm.  
- The Detector should have wavelength repeatability of ± 0.1 nm.  
- Data Rate: 100 Hz or Better.  
- Noise is less than equal to ± 0.6 x 10-5 AU  
- Drift is less than equal to 5 x 10-4 AU/hr  
- Temperature controlled flow cell (5 degree above room temp to 50 degree)  
- Flow cell: 10mm path length, 10 to 15 ul volume (Analytical standard)  
**RID (Refractive Index Detector)**  
- Refractive Index range: 1 to 1.75 RIU  
- Noise Level: 2.5 x 10-9 RIU max  
- Drift: 1 x 10-7 RIU/h max  
- Range: A mode: 0.01 x 10-6 to 500 x 10-6 RIU  
- P and L mode: 1 x 10-6 to 5,000 x 10-6 RIU  
- Response: 0.05 to 10 sec, 10 steps  
- Polarity switching: Supported  
- Flow rate: 20 mL/min (150 mL/min with option)  
- Zero point adjustment: Auto zero, optical zero, fine zero  
- Flow Cell Volume: 9 ul  
- Ambient Temp: 4-35 Deg. C | 1        |
**Column Oven**
- Both cooling and heating facility should be available in column oven
- Temp setting range: 4 to 80 Degrees
- Temperature control range: -15 to 60°C, room temperature
- Temp precision: ± 0.1°C
- Two Columns up to 250 mm should be accommodated.
- Standalone Column oven should be quoted not integrated

**Chromatography Software**
- 21 CFR part complied Software
- Software should be latest, genuine and original.
- Real time triggers to react the condition i.e. to take action on Fault, Leakage, Stop, Start, wavelength switching, injection etc.
- The software should control and manage the equipment and shall process the HPLC data.

**Columns**
C18 Analytical Column (250mmx4.6mmx5u)- 1 N
NH2 column (250x4.6x5um)- 1 N

**PC and Printer:**
Suitable PC and Printer should be quoted.

**Warranty and other terms**
- 2 Years standard warranty should be provided.
- Vendor should have service center/office in North territory of India.
- Training should be provided onsite.

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Place: New Delhi
Date:

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**Tender Inviting Authority**
Dr. Geeta Trilok-Kumar
Director
Institute of Home Economics
(University of Delhi)
P-4, Haat Khas Enclave
New Delhi-110016
SECTION-II
Eligibility Criteria for Bidders

1. The bidder should have valid PAN & GST No.

2. The bidder must have a minimum five years of experience in supplying the item of the same specification in Central/State Govt. organizations. Copies of such contracts and minimum 3 purchase orders must be enclosed with the offer.

3. Bidders should be the manufacturer/authorized dealer/Stockist/Local dealer/distributor. Letter of Authorization from original equipment/chemical manufacturer (OEM) of the same and specific to the tender should be enclosed.

4. An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

5. Exemption from payment of Tender Fee, EMD and prior experience shall be given to Startups as recognized by Department of Industrial Policy and Promotion or Micro & Small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSMEs). In all other cases, the Bidding firm should be in existence for minimum period of 3 years (Copy of Certificate of Incorporation/Registration Certificate of the firm).

6. The Bidder should have annual Business Turnover of minimum Rs. 1 Crore for each of the similar item/s in the last three financial years i.e. 2016-17, 2017-18 and 2018-19 (Copy of Audited Annual Accounts for the last three years to be submitted).

7. The bidder should submit filed ITR for last two years i.e. A.Y. 2017-18 & A. Y. 2019-20 (Copy of filed Acknowledgments to be submitted).

8. An Undertaking on company’s letter head stating of Non-Blacklisting should be submitted.

9. The Bidder should submit Warranty Compliance Statement.
SECTION-III
PROCEDURE FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: http://eprocure.gov.in/eprocure/app.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while
submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for 
bid submission process.

**SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or 
   before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender 
document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter 
details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be 
   posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as 
   specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should 
tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the 
uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are 
   requested to note that they should necessarily submit their financial bid in the format provided and no other format 
is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured 
( unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other 
details should be changed. Once the details have been completed, the bidder should save it and submit it online, 
without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for 
   referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should 
follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to 
   ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid 
opening. The confidentiality of the bid is maintained using the secured Socket Layer128 bit encryption 
technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid 
openers.
9. Upon the successful and timely submission of bids) i.e. after clicking “Freeze Bid Submission: in the portal), 
   the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. 
and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

**ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed 
to the Tender Inviting Authority, IHE, New Delhi.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be 
directed to the 24x7 CPP Portal Helpdesk.
SECTIONS IV
TERMS AND CONDITIONS

1. The tender shall be made by bona fide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for the above equipments along with all requisite documents and scanned copies of Tender Fee (in form of Demand Draft only) of Rs. 1000/- (Non-Refundable) in favour of “Director, Institute of Home Economics” payable at New Delhi.

2. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.

3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.

4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/ rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IHE.

5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IHE, New Delhi reserves the right to accept or reject any or all the tenders.

6. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.

7. Bid Validity: 120 days.

8. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: http://eprocure.gov.in/eprocure/app?navModel=P 

9. EMD: The units recognized by Department of Industrial Policy and Promotion or Micro & Small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSMEs) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under General Financial Rules, 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.

10. Tender Fee/ EMD have to be submitted to this office on or before bid opening date. Name of the bidder and Tender reference number has to be furnished behind the EMD/Tender Fee Demand Draft. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers with outbid security will be rejected.

11. The EMD will be returned to the unsuccessful bidders.

12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the item/s.
13. **Acceptance/ Rejection of bids:** The Committee reserves the right to reject any or all offers without assigning any reason. No claim whatsoever will be entertained/paid by the college to the bidder(s). Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected. The Committee reserves the right to award of purchase order for different items to different bidders based on technical and financial evaluation.

14. **Pre-qualification criteria:** Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. Technical Bids of only those vendors will be opened and evaluated who have submitted the Tender fees and EMD.

15. **Compliance certificate:** This certificate must be provided indicating conformity to the technical specifications.

16. **Delivery:**
   - **For Indian supply:** Maximum of four weeks from the date of supply order
   - **For Foreign supply:** Maximum of six weeks from the date of supply order

   **Delayed delivery:** If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 0.5% per week and the maximum deduction is 5% of the contract value price.

17. **Payment:** After, the award of the purchase order, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation within the stipulated time of four weeks, commissioning and acceptance of the equipment at College in good condition and to the entire satisfaction of the Purchaser. The Payment will be released through RTGS. The vendors are required to submit Bank details along-with the Bill for this purpose.

18. **Installation & Demonstration:** The supplier is required to do the installation and demonstration of the equipment within one week of the arrival of materials at the College site of installation, otherwise the penalty clause will be the same as per the supply of materials. In case of any mishappening /damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. College will not be liable to any type of losses in any form.

19. **Training of Personnel:** The supplier shall be required to provide the technical training to the personnel involved in the use of the equipment at the Institute premises immediately after completing the installation of the equipment for a minimum period of one week at the supplier’s cost.

20. **Warranty:**
   1. Warranty period shall be 12 months from date of installation of Goods at Institute of Home Economics, Hauz Khas, New Delhi-110016, the site of installation. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the
Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site.

2. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.

3. Taxes and Duties: Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

Tender Inviting Authority
TENDER ACCEPTANCE LETTER  
(To be given on Company letter head)

Date:

To,

The Director,
IHE,
Hauz Khas,
New Delhi-110016

Sub: Acceptance of Terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:

Dear Dir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website(s) namely:

    as per your advertisement,, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _______ to _______ (including all documents like annexure(s), schedules(s), etc..) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/ clauses contained therein.

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 totality/ entirety.

5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the Bidder,
with Official Seal
INSTITUTE OF HOME ECONOMICS
University of Delhi
F-4, Hauz Khas Enclave, New Delhi-110016
Tel. Nos . 011-26532402, 011-46018108
E.Mail. principal@ihe.du.ac.in Web site: http://www.ihe-du.com/

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

<table>
<thead>
<tr>
<th></th>
<th>Permanent Account No. (PAN no.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>GST No.</td>
</tr>
<tr>
<td>3</td>
<td>Bank details:</td>
</tr>
<tr>
<td></td>
<td>a. Bank Name</td>
</tr>
<tr>
<td></td>
<td>b. Branch Address</td>
</tr>
<tr>
<td></td>
<td>c. Account No.</td>
</tr>
<tr>
<td></td>
<td>d. Type of Account (current/saving)</td>
</tr>
<tr>
<td></td>
<td>e. MICR No.</td>
</tr>
<tr>
<td></td>
<td>f. IFSC code</td>
</tr>
</tbody>
</table>

Financial Bid Format:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Item</th>
<th>Quantity</th>
<th>Unit Cost (INR)</th>
<th>Taxes and other charges (INR)</th>
<th>Total Cost inclusive of all taxes (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: 

Name of the Authorized Signatory

Place: 

Stamp & Signature
CERTIFICATE ABOUT NON BLACK LISTING
(to be submitted on letter head)

We………………………………………………………………………………on this date …………………. do hereby
certify that our company / firm has not been blacklisted by any Government Department / Government
Educational Institutions / Research Institute(s) during the last three years.

Authorized signatory of Bidder with Seal

Name ...........................................

Designation ............................... 

Place ...........................................

Date............................................
To,
The Director,
Institute of Home Economics,
Hauz Khas Enclave,
New Delhi -110016

Dear Sir,

Subject: Supply and Installation of ........................................

This bears reference to our quotation Ref __________________________ Dated ____________.

We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture, and shall be of the highest grade, quality, and consistent with the established standards for materials specification, drawings or samples, if any, and shall operate properly. We shall be fully responsible for its efficient operation.

We also confirm that all service related complaints will be attended within a period of one week.

During the warranty period of ............ year/s, in case the equipment fails, we will provide all services to complete repairs within a week free of charge.

Yours faithfully

Signature

(Name & Designation)

Date:
Client Details, Declaration of Annual Turnover and Income Tax Return  
(On Company / firm's Letterhead)

To,  
The Director,  
Institute of Home Economics,  
Hauz Khas, New Delhi-110016

Madam,  
Ref _______ dated _______ tender for “Trinocular Microscope with digital camera and software”

I/we hereby ___________ Declare that, our firm's Annual Turnover for similar/subject is Rs ______, and I/we have also supported an Audited Accounts for

|----------------|----------------|----------------|

And,  
I/we hereby declare that, our firm had filed Income Tax Returns for last year's i.e. A. Y. 2018-19 & 2019-20. Supported by copy of ITR of two years.

I/we hereby mention following list of our clients which mention successfully completed at least 3 or more contracts in Central/State Govt. organizations for the similar item/s. Copies of such contracts and minimum 3 purchase orders of each contract must be enclosed with the offer

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Client</th>
<th>Purchase order details</th>
<th>Amount of order</th>
</tr>
</thead>
</table>

Yours faithfully,

(Signature of the Bidder)

Name & Designation
Seal
Date:
Business Address:
Encl.: As above
# Check List

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details</th>
<th>Submitted (Yes/No)</th>
<th>If submitted, mention page no. of pdf file</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Scanned copy of Firms registration, PAN Card, GSTIN.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tender Acceptance letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>In case of imported equipment, scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing Certificate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Scanned copy of Income Tax Statement for the last two years.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Scanned copy of Bank details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of broachers and write-ups.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Warranty of the equipment may also Be mentioned in the tender documents.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Bidder with Official Seal

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