

**NOTICE INVITING TENDER FOR SUPPLY OF CONSUMABLES FOR  
THE DEPARTMENT OF EDUCATION, CENTRAL UNIVERSITY OF  
TAMIL NADU CAMPUS, THIRUVARUR**

**Tender No.52/2016-17  
Date of Issue: 28.03.2017  
Date of closing: 28.04.2017**



**Central University of Tamil Nadu  
Neelakudi Campus  
Thiruvavur-610 005**

## TENDER NOTICE

Central University of Tamil Nadu, Thiruvarur, Tamil Nadu (**herein after referred to as CUTN**) is a Central University established by an Act of Parliament, invites sealed tenders from reputed Original Manufacturers or their authorized agents/ dealers/ distributors for **the supply of Lab Consumables for Department of Education, Central University of Tamil Nadu as per the details provided in Annexure – I.**

### TERMS AND CONDITIONS FOR PURCHASE

#### **Eligibility:**

1. The Bidder must be an Original Manufacturer (OM) or his Authorized Dealer/ Authorized Distributor/ Authorized Stockiest/ having a Direct Purchase and Support agreement with the OM. In case, if the Bidder is a Dealer/ Distributor, A valid **LETTER OF AUTHORIZATION** from the Original item/consumable Manufacturer for Dealership, Distributorship or for channel partnership must be attached in original, with technical bid, without which the offer will not be considered.

The following criteria will be applicable: The bidder should have executed (i) three similar works, each of value not less than 40% of the estimated cost put to tender or (ii) Two similar works, each of value not less than 50% of the estimated cost, or (iii) one similar work of value not less than 80% of the estimated cost, during the last 5 years ending on the last day of the month previous to the one in which the tenders are invited.

2. Annual turnover should be a minimum of Rs.10 Lakh during the last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same.
3. Registration with CST/VAT

**The details provided in Annexure – I** are basic essence of the product. It must be ensured that the offers are strictly as per our item/ consumable list as specified in Annexure - I. The items/ consumables (Annexure – I) mentioned in the quotation have to be supported with the printed catalogue/ leaflet / standard technical literature/ broacher for each of the item/consumable offered. Tendered specifications (Annexure – I) should invariably be highlighted in the leaflet/literature for our easy reference.

**Rates:**

Rates Quoted items must be on **DOOR DELIVERY** Basis, which should be **inclusive** of all taxes, duties and levies. The break up may be given as given below:

Basic Price (+) Central Excise Duty (+) VAT/ CST, if any) (+) Freight and Transport, if any (+) Installation and Commissioning Charge, if any (+) Any other charges, if any  
Grand Total on Door Delivery Basis at CUTN, Thiruvarur (i.e., F.O.R Destination basis)

- a) The price quoted shall be firm and fixed. The rate should be quoted both in figures and words.
- b) Where the Consumables is composed of several items/ sub units / components, the rate should be clearly indicated for each of the item/ sub unit/ component.
- c) All applicable taxes, duties etc., should be clearly and separately mentioned in the Price bid.

**Validity of the Offer:**

The offer should be valid for **180 days**.

**Genuine Pricing:**

The bidder has to ensure that the quoted price for CUTN is not more than the Price Offered to any other customer in India to whom this particular item/consumable has been sold, particularly to Central University/IITS/NITS or any other Government Institutions. Name and contact details of the educational institutes/ government organizations where the quoted Consumables has been supplied during the last three years should be attached with the Proforma for Technical Bid.

**EXEMPTION FROM EXCISE DUTY AND CUSTOMS DUTY:**

The CUTN is exempted from paying Central Excise Duty and eligible for Concessional Rate of Customs Duty. Wherever required/ applicable, we shall provide exemption certificate issued by Government of India to enable the vendor to clear the goods without payment of Excise Duty or Clearance of Imports at Concessional Rate of Customs Duty.

**PAYMENT TERMS FOR PURCHASES:**

- a) No advance payment will be made. No part payment will be made.
- b) CUTN shall not be responsible for any loss, damages and shortage during transportation. Payment shall be made for materials received in good condition only.

- c) Payment will be generally through Electronics Transfer of Funds (EFT) system for which the successful bidder has to furnish the following information: Name of the bank with branch where the accounts exist, Bank Account Number, IFSC Code etc.,

**Delivery Schedule:**

Unless otherwise specified, delivery of goods at CUTN will have to be made within 45 days from the date of receipt of the Purchase Order or as stipulated in the Purchase Order. All aspects of safe delivery shall be exclusive responsibility of the vendor. Part supply/ delivery is normally not acceptable, but may be allowed on genuine cases, on written request only. However, payment will be made only after full supply.

**Liquidated Damages for delayed supply:**

If the successful bidder fails to perform the supply or supply, installation and commissioning, within the stipulated time then penalty at the rate of 1% per week subject to a maximum of 10% of the order value will be levied and deducted.

**Purchasers' Right:**

Notwithstanding anything specified in this tender document, The Registrar, CUTN, in his/her sole discretion, unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the tender, without incurring any liability to the affected tenderer or tenderers (b) To accept any tender in full or in part (c) To reject the tender offer not confirming to the tender terms (d) To give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines.

**No enquiry shall be made by the bidder(s) during the course of evaluation of the tender** till final decision is conveyed to the successful bidder. However, the Purchase Committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full co-operation. Any effort by the bidder to influence the scrutiny / evaluation committee of CUTN or any of its members in the processing of tenders or award decisions may result in the rejection of the tender.

**Black listing:**

The bidder should not have been blacklisted or debarred from participating in tenders in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions.

**Arbitration:**

Dispute, if any, arising out of the supply of the Items shall be settled by Arbitration by SOLE Arbitrator to be nominated by the Registrar, CUTN as per the provisions of Indian Arbitration Act 1996. The Place of Arbitration shall be Thiruvavur, Tamil Nadu. The decision of the Arbitrator shall be final and binding on both the parties.

**Applicable law, Dispute and Jurisdiction:**

Legal disputes if any, in connection with this tender/ procurement/ contract, are subject to exclusive jurisdiction of Competent Court in Thiruvarur, (Tamil Nadu, India) ONLY.

**Force Majeure:**

Any delay due to Force Majeure will not be attributable to the Vendor.

**LIST OF LAB CONSUMABLES****Chemistry Laboratory (Consumables):**

S.No.	Item Name	Qty	ReqQty
1	Ethanol	Each	10
2	Filter Paper	Ream	1
3	Rubber Tube 8 mm	Each	1
4	Sodium Fusion Tube	I Box	10

**Psychology Lab – Testing Tools/Materials (Consumables):**

S.No.	Product	Author/ Nature	Quantity
1	Haffman and Kaisenien. Problem Solving Concept Formation.	Haffman and Kaisenien	1
2	Kapoor and Singh Multi Factor Interest Questionnaire (MFIQ) Hindi/ English.	S. D. Kapoor and Singh	1
3	R. B. Cattell and IPAT Staff. 16 P. F. Questionnaire English Version A/B/C/D/E	R. B. Cattell & IPAT Staff	5
4	S. B. G. Eysenck and H. J. Eysenck. Eysenck's Personality Questionnaire-R (EPQ-R) English.	Assessing Clinical Aspects	1
5	A. K. Srivastava and A. P. Singh. The Occupational Stress Index (OSI) -English.	Tools in Organization & Management Area	1
6	Verbal Intelligence Test (Age -10 -19) E - P. Shrinivasan Revised 2000	Intelligence Test	1
7	Emotional Intelligence Test (Age 14+) E - S. Mathur	Intelligence Test	1
8	Verbal Reasoning Ability Test (Age-12-19) E L.N. Dubey	Aptitude, Ability and Creativity Test	1
9	Problem Solving Ability Test (Age-12-19) H/E L.N. Dubey	Aptitude, Ability and Creativity Test	1
10	Multi Dimensional Assessment of Personality Series (MAP Form Adult) ( 18 yrs + )	Sanjay Vohra	1
11	Scientific Attitude Scale (Age 13+) H/E- N. N. Srivastava	Attitude Scales	1
12	Mental Health Inventory ( Adult)	Jagdish and A. K. Srivastava	1
13	Socio Economic Status Scale (Urban 2005) H/E Dubey & Nigam	Socio - Economic Status Scale	1
14	Socio Economic Status Scale (Rural 2005) H/E Dubey & Nigam	Socio - Economic Status Scale	1
15	Study Habit Inventory (PSSHI)	M. N. Palsane and S.	1
	(college students) - E	Sharma	



S.No.	Product	Author/ Nature	Quantity
16	Style of Learning and Thinking (SOLAT) (school children from 8th standard to college students)	D. Venkataraman	1
17	Teacher Effectiveness Scale	P. Kumar and D.N. Mutha H	1
18	Test Anxiety Inventory	Charles D. Spielberger and Associates	1
19	Adolescent Anger Rating Scale™ (AARST™)	DeAnna McKinnie Burney Personality	1
20	Adaptive Behavior Inventory	Linda Brown and James Leigh	1
21	Adult Suicidal Ideation Questionnaire ASIQ	William M. Reynolds	1
22	Coping Responses Inventory (CRI) - Adult Kit	Rudolf H. Moos	1
23	Constructive Thinking Inventory (CTI)	Seymour Epstein	1
24	Developmental Test of Visual Perception 2nd Ed. (DTVP-2)	Donald D. Hammill, Nils A. Pearson and Judith K. Voress	1
25	Multidimensional Self Concept Scale	Bruce Bracken	1
26	Job Stress Survey (JSS)	Charles D. Spielberger and Peter R. Vagg	1
27	Occupational Stress Inventory-Revised (OSI-R)	Samuel H. Osipow	1
28	Scales for Assessing Emotional Disturbance - 2nd Ed.	Michael H. Epstein and Douglas Culliman	1
29	Student's Stress Scale	Manju Aggarwal	1
30	Self-Esteem Index (SEI)	Linda Brown and Jacquelyn Alexander	1
31	Behaviour Rating Profile	Linda Brown and Donald D. Hammill	1
32	TERA-3: Test of Early Reading Ability - Third Edition	D. Kim Reid, Wayne P. Hresko and Donald D. Hammill	1
33	TORC-4: Test of Reading Comprehension - Fourth Edition	Virginia L. Brown, J. Lee Wiederholt and Donald D. Hammill	1
34	Pattern for Success in Reading and Spelling	Marcia K. Henry and Nancy C. Redding	1
35	Classroom Environment Scale	Rudolf H. Moos and Edison Trickett	1
36	Emotional Literacy: Assessment and Intervention (Age 11-16)	Southampton Psychology Service. Editor Adrian Faupel	1
37	Children's Depression Rating Scale, Revised (CDRS-R)	Elva O. Poznanski & Hartmut B. Mokros	1
38	Parent-Child Relationship Inventory	Anthony B. Gerard	1



## TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website [www.cutn.ac.in](http://www.cutn.ac.in);
2. The bidder is required to furnish a Demand Draft or a Bank Guarantee (**Annexure-V**) for Earnest Money Deposit (EMD) @2.5% on estimated value and that shall be interest free. The amount of EMD is mentioned at **Annexure-IV**.
3. Without EMD, the technical bid will not be opened and the tender will be rejected summarily.
4. The sealed tender should be submitted on or before **28.04.2017 at 3.00 P.M.**, through post or hand delivery and addressed to the Central University of Tamil Nadu, Neelakudi Campus, Thiruvavur-610 005, Tamil Nadu.
5. At the first stage, the envelope containing EMD amount of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on **28.04.2017 at 4.00 P.M** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time opening of Tender opening, the name of those who have submitted their offers along with the detail of their remittance of EMD will only be read out and no other information/ details whatsoever will be shared at this stage.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
8. At the third stage, price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
9. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
10. The Tender document consisting of Technical Bid, along with all annexures to the technical bid- (**Annexure II**) and Price Bid- (**Annexure III**) should be submitted in the Prescribed Format only.
11. The bidders are not allowed to make addition or alteration in the tender document.
12. Each and every page of the submitted bid shall carry the page numbers. (Including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as (**Annexure VI**).
13. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
14. No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
15. Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, that must be clearly brought out in the body of the bid/ tender itself.
16. The CUTN shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
17. The bidder shall ensure proper sealing of the covers containing tenders.

18. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.
19. The Vendor should stamp and sign on each page of the technical and price bid.
20. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped.
21. Bidders must confirm the acceptance of all the terms and conditions of the tender.
22. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
23. The tender should be submitted through Registered Post or Speed Post or courier or through Hand delivery.
24. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
25. **Earnest Money Deposit (EMD):** The Tenders/ Bids must be accompanied by Earnest Money Deposit. Tenders without EMD will not be entertained. The bidders who are registered with National Small Industries Corporation (NSIC) & Micro & Small Enterprises (MSEs) are exempted from EMD and tender. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, date till registration is valid, whether registered for items for which tender has been submitted. The EMD shall be in the form of Demand Draft Drawn, in favour of **Central University of Tamil Nadu**, payable at **Thiruvarur**. The EMD may also be in the form of Bank Guarantee (**Annexure-V**). The EMD of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order.

**SPECIAL INSTRUCTIONS TO THE BIDDERS**

**Procedure for sealing and marking of bids:** The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit. The envelope should be sealed and super scribed as “EMD COVER”
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as “TECHNICAL BID” Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as “PRICE BID” Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender reference Number .....for supply of ..... Due date of tender .....and time ..... Name of the Tender Inviting Department CUTN ..... Name and Complete address of the Bidder .....
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- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, CUTN will assume no responsibility for the misplacement or opening of any of the envelope accidental.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

**TECHNICAL BID PROFORMA****PART-A****(Company Profile)**

1.	Name and address of the Supplier with Phone No. and E-Mail ID, if any	:	
2.	Registration Number and date of registration of company/cooperative/ agency, if any	:	
3.	Year of Establishment	:	
4.	Type of Organization (Whether proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)		
5.	PAN Number (photocopy to be enclosed)		
6.	Service tax, Sales tax/VAT Regn. No. (Number & photocopy of certificates to be given)		
7.	Details of EMD DD/PO No. & date Drawn on Bank		
8.	Length of Experience in the field	:	
9.	Experience in dealing with Central Educational Institutions/ Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts order placed on the firms).		
10.	Annual Turnover (Rs. In Lakh) Audited financial statements of financial statement showing turnover duly certified by a Chartered Accountant should be furnished for the last three Assessment years.		2013-14 : 2014-15 : 2015-16 :
11.	<b>Service Support in India:</b> Track record of service provided to clients with supporting documents for past three years.		
11.	Additional information, if any (Attach separate sheet, if required)	:	

Signature and Seal of the bidder

**PART-B**

**(Items profile-To be filled by the bidder)**

The detailed description of the items/consumables should be mentioned and duly signed in each page by the bidder.

**Signature of the Bidder**

**Date:**

**DECLARATION BY THE BIDDER**

1. It is hereby declared that I/ we the undersigned, have carefully read and understood the terms and conditions of the tender document and it is certified that all the terms and conditions of the tender are acceptable to me/ us and I/ we will abide by the conditions.
2. The information / documents furnished along with our technical bid are true and authentic to the best of my/ our knowledge and belief. I/ we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged / tampered documents are produced with the tender form for gaining unlawful advantage. We understand that CUTN, Thiruvarur is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
3. I/ We / am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
4. We understand that CUTN, Thiruvarur is not bound to accept the lowest or any bid that CUTN may receive.
5. Neither I/ We, nor anybody on my/ our behalf will indulge in any corrupt activities/ practices in my / our dealing with the CUTN, Thiruvarur.
6. Each page of the tender document and papers submitted by me/ us is authenticated, sealed and signed and I/ We take full responsibility for the entire documents. I/ We certify that the tender has been submitted in Official Tender Format only and no addition / modification / alteration has been made in the original tender document.

**Authorized signatory of Bidder with Seal**

**Name**.....

**Designation**.....



**PRICE BID PROFORMA**

1. The Price of the item/consumable as in **Annexure-I** is to be given individually in the format mentioned below:

<b>Sl. No.</b>	<b>Name of the Item/ Consumable</b>	<b>No. of Units/ Sets</b>	<b>Cost per Unit/ Set</b>	<b>Total Cost (Inclusive of all taxes &amp; delivery Charges)</b>
1	List of items/ Consumables as per <b>Annexure-1</b>			
<b>Grand Total (Inclusive of all taxes) (In Figures) (In Words)</b>				

2. The Price quoted for each items/consumables must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of materials, loading and unloading on **DOOR DELIVERY** basis to the university at Thiruvavarur including its installation, commissioning, integration and validation.
3. Maximum educational discount as could be offered should be mentioned.

**Note: It is mandatory to indicate the full name, make / brand of the items quoted (in addition, a brochure of product information may be attached along with).**

**Signature and seal of the bidder**

**PRICE BID PROFORMA**  
**QUOTATION BREAKUP**

S. No.	Name of the Item/ Consumable	Qty.	Cost Per Unit (INR)	VAT/ CST	Transportation/ Freight Charges up to University	Other Charges if any.	TOTAL
1.	List of items/ Consumables as per <b>Annexure-1</b>						
Grand Total (Inclusive of all taxes)(In Words)							

**Note:** This Proforma will be the part of Commercial Bid Proforma.

**Signature and seal of the bidder**

**Annexure-IV**

**List of Items/Consumables to be supplied**

<b>Sl. No.</b>	<b>Name of item/consumable</b>	<b>No. of Units.</b>	<b>Estimated Value (In Rs.)</b>	<b>EMD Amount (In Rs.)</b>
1	List of Items/ Consumables as per <b>Annexure-1</b>		3,33,651	8,500

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas .....  
(hereinafter called the “tenderer”) has submitted their offer dated.....for  
the supply of .....  
(hereinafter called the “tender”) against the purchaser’s tender enquiry No.....  
..... KNOW ALL MEN by these presents that WE .....  
.....of ..... having our registered office at  
..... are bound unto  
..... (hereinafter called the “Purchaser) in the sum of  
..... for which payment will and truly to be made to the  
said Purchaser, the Bank binds itself, its successors and assigns by these presents.  
Sealed with the Common Seal of the said Bank this..... day of  
.....2017

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**Declaration**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents.

**(Please number all the pages including blank page, if any)**

**Signature and seal of the bidder**