



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University, Established by Government of Gujarat)
IITRAM Campus, Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat, INDIA.

Phone: 079-67775430

e-Mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

Tender No. 2023/14

Date: 14.07.2023

NOTICE INVITING TENDER

Important Information:

Name of Item(s):	Supplying, Installing & Commissioning the Portable Biogas Analyzer
Date of Issue of Tender	14.07.2023
Tender Fee	Rs.1770.00 (Including 18% GST) (Non-Refundable)
Earnest Money Deposit(EMD)	Rs.7620.00 (Refundable)
Last date and time for online bid/offer submission	04.08.2023 till 06.00 pm
Last date and time for physical bid/offer submission	07.08.2023 till 05:00 pm
Date for opening of technical bid/offer	09.08.2023 at 02.30 pm
Date for opening of financial bid/offer	To be informed later through email
Tender Inviting Authority and Address	The Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, INDIA. Phone: - 079-67775430 e-Mail: purchase@iitram.ac.in

Institute of Infrastructure, Technology, Research And Management

NOTICE INVITING TENDER

Inviting quotations through e-Tender format for Supplying, Installing & Commissioning the Portable Biogas Analyzer

Sir/Madam,

Institute of Infrastructure, Technology, Research And Management (IITRAM), Ahmedabad invites quotations/bids for “**Supplying, Installing & Commissioning the Portable Biogas Analyzer**” under “Two bid system in e-Tender format”. Interested parties/bidders who wish to participate in this e-Tender may obtain/download the tender documents from IITRAM website i.e., www.iitram.ac.in or from (n)Procure portal i.e., <https://education.nprocure.com>. Firms/Bidder(s) have to submit its technical bid/offer documents through RPAD, Speed Post and/or in Person till the last date and time prescribed for submission in this tender notice. Tender sent by other means will not be accepted in any case. Hardcopy of Tender Documents, Tender Fee, EMD and other essential documents should be submitted on or before **07.08.2023 till 05:00 PM** in the office of the IITRAM; Room No. G2, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat. Financial bid is to be submitted in electronic form only at (n)Procure portal i.e., <https://education.nprocure.com>.

1. Eligibility Criteria:

- 1.1 The firm should have valid PAN No. Enclose a copy of the PAN Card.
- 1.2 The firm should be registered with GST. Enclose a copy of the Registration No.
- 1.3 The firm has to submit at least last three years Income Tax Return of their firm.
- 1.4 The firm has to submit the valid Firm Registration Certificate.
- 1.5 The firm has to submit the Authorization Letter from the Original Equipment Manufacturer (OEM) on OEM’s letter head (in original).

2. General Terms and Conditions:

- 2.1 The quoted price shall include taxes (if any), other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply the item(s)/goods at our site.
- 2.2 Rates quoted should also including training, installation, commissioning, erection and demonstration of item(s)/goods at our site.
- 2.3 The item(s) for which quotation have been submitted must be in accordance with the specifications given in **Annexure-I**.
- 2.4 The rates quoted by the firm shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 2.5 The offer shall be valid up to 90 (ninety) days from the date of opening of Technical bid/offer.
- 2.6 The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in. Particular

attention must be paid to delivery date and also to the particulars referred to in the condition of the contract.

- 2.7 Financial bids will be opened in online format of technically qualified firms only.
- 2.8 Tender not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference/ communication.
- 2.9 This tender is not transferable.
- 2.10 IITRAM reserves its right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- 2.11 The bidder has to submit photocopy of following documents along with duly signed & stamped:
 - PAN Card of the firm
 - GST Registration Certificate
 - Last three years Income Tax Return (ITR) of their firm
 - Valid Firm Registration Certificate
 - The firm has to submit the Authorization Letter from the Original Equipment Manufacturer (OEM) on OEM's letter head (in original)
 - Warranty certificate from Original Equipment Manufacturer (OEM) on OEM's letter head (in original)
- 2.12 **Performance Security:** The successful bidder shall be required to deposit Performance Security in form of i) Account Payee Demand Draft, ii) Fixed Deposit Receipt from a Nationalized bank, iii) Bank Guarantee from a Nationalized bank, at the rate of **5%** of the total cost of contract, for the duration of warranty period plus additional two months, in favor of **"Institute of Infrastructure, Technology, Research And Management"** from the date of installation of ordered item(s)/goods. No payment shall be released without performance security.
 - EMD of unsuccessful bidder(s) will be returned 'without any interest' within 30 (thirty) working days from the date of award of offer/contract.
 - EMD of successful bidder(s) will be returned 'without any interest' within 30 (thirty) working days after submission of a Performance Security.
- 2.13 This Performance Security will be returned (without any interest) within 30 working days after satisfactorily completion of warranty period.
- 2.14 The successful bidder shall have to enter into the Agreement (Contract Form) in the prescribed Performa provided by IITRAM. (In Rs.300 Stamp Paper). The said agreement should be submitted by the respective bidder within 30 (thirty) days after the receipt of the contract/purchase order. Institute will keep the Original Agreement.
- 2.15 **Inspection:** Pre-dispatch inspection at Bidders site or inspection after the delivery of goods, as the case may be.
- 2.16 **Inspection Charges** @0.5% within Gujarat State and Inspection Charges @1% for outside Gujarat State of the total order value should be borne by the bidder, if required.
- 2.17 All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
- 2.18 If any civil work is required to be done for installation and commissioning of the ordered item(s)/goods, then the supplier shall arrange the essential drawing. For this, prior permission of IITRAM authority is required. The cost of such work is to be borne by the supplier.
- 2.19 Any loss or damage caused to the article in transit/installation/testing is to be made up item by the firm free of cost within period of 30 days.

- 2.20 Standard toolkit required for the item(s)/goods to be supplied.
- 2.21 If the firm is blacklisted by Central Government or State Government or any other Government body then it submitted tender will be rejected. It is essential for firm to submit **Appendix - I** duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be summarily rejected.
- 2.22 If there happens to be a holiday on any date indicated in this tender notice, the transaction shall be performed on the next working day.
- 2.23 The tender/bid (i.e. technical bid/offer) will be opened on **09.08.2023, at 02.30 pm** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- The bidders or their authorized representative may also be present during the opening of the technical bid/offer, if they desire so, at their own expenses. The required technical specifications for the cited item(s)/goods is mentioned in Annexure-I.
 - Only those financial bids will be opened whose technical offers/bids are found suitable by the expert panel/committee appointed for the concerned item(s)/goods. The respective dates & time for opening of financial bid shall be informed to the technically qualified bidder(s) through email only.
 - In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
 - The tender committee reserves its right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
- 2.24 If the bidder fails to meet any of the above eligibility criteria/ fails to submit the adequate testimonials in support of the above mentioned requirement will be disqualified.
- 2.25 Any effort by a bidder to influence IITRAM's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.
- 2.26 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 2.27 In the event of any dispute or difference(s) between the vendee (IITRAM Ahmedabad) and the bidder(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IITRAM Ahmedabad who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
- 2.28 No firm shall withdraw his rates after the Tender is opened. If a firm does so, his tender related deposit/s shall be forfeited and such firm shall be considered ineligible for work/contract in future.
- 2.29 Interested and eligible bidders may obtain further information or clarification from the IITRAM Office. Phone : 079-67775430; email: purchase@iitram.ac.in

3. Submission of bid:

- 3.1 The Tender documents can be downloaded from Institute's website i.e., www.iitram.ac.in or (N)Procure portal i.e., <https://education.nprocure.com>. The bidder(s) are required to submit the entire tender documents (Page 1 to 11) endorsed by seal and signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

- 3.2 The fully filled in and complete in all respect tender must be submitted with Tender Fee, EMD in the form of Demand Draft in separate cover, the DD should be in favor of **“Institute of Infrastructure, Technology, Research And Management”** payable at Ahmedabad. Please mention Tender Number and firm name on back side of DDs.
- 3.3 The EMD is refundable (without any interest) within 30 (thirty) working days after successful award of Purchase Order:
- 3.3.1 EMD of unsuccessful bidder(s) will be returned within 30 (thirty) working days from the date of award of offer/contract.
- 3.3.2 EMD of successful bidder(s) will be returned within 30 (thirty) working days after submission of a Performance Security.
- 3.3.3 The EMD shall be forfeited:
- If the bidder withdraws his bid during the validity period of the bid.
- 3.4 The firm has to submit the Tender in two parts viz., (a) Technical bid/offer in envelop No. (1) and (b) Tender Fee & EMD in envelope No. (2); both these envelopes should be sealed and put together in a main covering envelope, super scribed with, Please Don't Open, bid for **“Supplying, Installing & Commissioning the Portable Biogas Analyzer”** with due date, Tender Number and complete address along with contact number and email id.
- 3.5 **The bidder has to specify the make, model, and detailed technical specifications of the quoted/offered item(s)/goods and attach a separate compliance sheet if any deviation compares to the technical specifications mentioned in Annexure-I. Mere copying of the expected technical details into the product details will not be entertained and may even lead to disqualification of the bidder.**
- 3.6 **The bidder must produce the brochure, model and the make of the product being offered.**
- 3.7 **It is essential for firm to submit ANNEXURES, APPENDIX & Tender documents (all pages) and other essential documents as mentioned in this tender notice with duly filled, signed, sealed & stamped manner in hardcopy, failing which that bidder's/firm's tender will be summarily rejected.**
- 3.8 The “Financial Bid” to be filled as per **ANNEXURE – ‘III’** and should be submitted online only at (n)Procure Portal as ‘Financial Bid’. Rates quoted “ONLINE” will only be considered for L1.

4. Evaluation of Quotations:

The tender evaluation committee of the Institute will evaluate and compare the received quotations/bids to determine the substantially responsive tender i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive tender based on the following parameter(s):

- Total price quoted (ONLINE ONLY) at (n)Procure portal

5. Award of Contract:

- 5.1 IITRAM will award the contract to the successful bidder i.e. whose quotation has been determined to be substantially responsive and contains the lowest evaluated quotation/offer price.
- 5.2 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.

- 5.3 The firm whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order.

6. Delivery Period & Penalty:

- 6.1 **Delivery Period:** The item(s)/goods are to be delivered within a maximum time limit of 60 (sixty) days from the issue date of Purchase Order.
- 6.2 After the receipt of ordered item(s)/goods in acceptable condition at IITRAM, Ahmedabad bidder has to install item(s)/goods within 30 (thirty) days.
- 6.3 **Penalty:** Penalty of 1% per week of order value will be charged after duration specified above individually. Further, 06 (six) weeks or more delay from above mention days may lead to cancellation of order at the discretion of the university and forfeiting the Performance Security OR EMD OR Maximum penalty shall be applicable @10%.

7. Warranty:

- 7.1 Minimum One (01) year complete warranty from the date of complete installation, commissioning and erection of all item(s)/goods at our site.
- 7.2 Warranty certificate should be provided from Original Equipment Manufacturer (OEM) on OEM's letter head.

8. Terms of Payment:

- **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactory receipt, installation and commissioning of the ordered item(s)/goods at our site, submission of clear Tax-Invoice(s) and supporting documents.
- Advance payment will not be made under any circumstances.
- All bills along with relevant supporting documents shall be submitted to Registrar, IITRAM, Ahmedabad – 380026.

Following documents / details should be invariably furnished along with the tax-invoice:

- a) Copy of valid Registration certificate under the GST rules.
 - b) Particulars required for making payments through Cheque/RTGS/NEFT, in accordance with the clause on 'Terms of Payment' of bid documents.
 - c) Mobile No.
 - d) e-mail ID (If any)
- Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

9. Address for the submission of physical bid/offer:

**The Registrar,
Room No. G2,
Institute of Infrastructure, Technology, Research And Management,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat, INDIA.
Email: purchase@iitram.ac.in**

Registrar

(Schedule of Quantity)

Sr. No.	Name of Item(s) & Specification	Qty.
1.	<p>Name of Item: <u>Portable Biogas Analyzer to measure CH₄, CO₂ and H₂S</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> • Handheld instrument • Display: LCD with settable backlight • Sensor Technology: NDIR & Electrochemical • Gas: CH₄ – (NDIR) Rang: 0-100%V/V; Resolution: 0.1% V/V; Accuracy: $\pm 2\%$ • Gas: CO₂ (NDIR) Range: 0-100%V/V; Resolution: 0.1%; Accuracy: $\pm 2\%$ • Gas: H₂S (Electrochemical) Rang: 0-2000 PPM; Resolution: 1 PPM; Accuracy: $\pm 2\%$ • Charger: Input: 230V AC, 50-60 Hz • Battery: Rechargeable Battery • Operating Temp: 0 to 50° C • Output Download: Through USB/Bluetooth interface 	01 Nos.

FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

Sr. No.	Particulars	Details to be filled by the Organization
1	Name of the Company	
2	Registered Office Address Telephone Number Fax Number e-Mail	
3	Correspondence Address Telephone Number Fax Number e-Mail:	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-Mail:	
5	Is the firm - <ul style="list-style-type: none">• Government/ Public Sector Undertaking• Proprietary Firm• Partnership firm (if yes, give partnership deed)• Limited company or Limited Corporation• Member of a group of companies (if yes, give name and address and description of other companies)• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
6	Goods & Service Tax Number (GST):	
7	Permanent Account Number (PAN) of the firm	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID

(Format for Submission of Financial Details)

(Data Sheet to be submitted ONLY Online at (n)Procure Portal)

Sr. No.	Name of Item(s)	Unit	Qty.	Rate (Without GST)	Total Amount (INR)	GST Slab Rate (%)
A	B	C	D	E	F = (D*E)	G
1.	Portable Biogas Analyzer to measure CH4, CO2 and H2S	Nos.	01.00			
<p><i>This table of financial bid is stated for reference purpose only and please do not disclose any price here at the time of submission of this document.</i></p>						

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this tender notice.

Seal & Signature of Company

Date: _____

Place: _____

(To be printed on Firm's Letter Head)

Appendix - I

UNDERTAKING

I, _____ hereby declare that Firm / Company / Agency / Organization / Partnership firm / Proprietary firm titled as _____ has not been blacklisted or banned or debarred at any stage from inception till this date by any of the NITs / IITs / IIITs / Central Universities / IISERs / CSIR Labs Central and State Government body / PSUs / Autonomous Institute or any Other Government Organization. In case of the any fraudulency, the Firm / Company / Agency / Organization / Partnership firm / Proprietary firm is fully aware that the tender / contract will be rejected / cancelled by IITRAM and EMD / Performance Security or any deposited amount shall be forfeited.

In addition to above, IITRAM will not be responsible to pay the bills for any completed / partially completed/supplied work.

Seal and Signature of Company

Date: _____

Place: _____

(To be printed on Firm's Letter Head)

Appendix – II

FORM

PARTICULARS FOR RTGS/National Electronic Fund Transfer (NEFT)

1. Name of the Bidder:

2. Permanent Account No (PAN):

Particulars of Bank Account:

a) Name of the Bank:

b) Name of the Branch:

c) Branch Code:

d) Telephone No.:

e) IFSC Code:

f) Type of Account:

g) Account No.:

3. Email id of the Bidder:

Seal & Signature of Company