

IMPORTANT INSTRUCTION: Bidders should read and comply with the instructions given in tender documents. Submission of the tender shall mean that the bidder has read and understood all the terms and conditions including the special terms and conditions of the tender if any and agrees and binds himself/themselves to the same. Tender documents on stationery with bidder's letterhead clearly showing the Bidder's complete name and address duly signed manually or digitally by the bidder and witnesses at the appropriate place to be submitted otherwise their bid (s) is/are liable to be rejected.

Tender No: CUTM/DST-IST/2025/01

Date: 05.01.2025

Bids Submission Closing Date: 15.01.2025, At 2:00PM

Opening on: 15.01.2025, At 3:00PM

**Part-I
Invitation to Tender**

From Sr. Manager(HRA) Centurion University of Technology and Management(CUTM) Ramachandrapur Bazar, Jatni- 752050 Dist: Khordha, Odisha- 752050	Tender Enquiry No, Date & Due Date should be mentioned on The Envelop While Submitting the documents.
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To,

1. Sealed Bids under two bid systems are invited from reputed manufacturers/ Authorized Agencies under Terms & Conditions governing the contract given/attached herewith.
2. Part I: This part should be clearly marked "Part I - Technical bid", indicating Tender No. **CUTM/DST-IST/2025/01**, Due Date and Address & Reference of the Bidder. This part should contain all the **Technical details with deviation statement if any, copies of documents as per point no 15, Copy of original standard equipment catalogue, list of customers to whom the particular quoted equipment supplied during last 3 years & check list for documents submitted along with unpriced commercial bid.**
3. Part II: This part should be marked "Part II - Price bid", indicating Tender No., Due Date and Address & Reference of the Bidder. This part should contain **Detail Commercial Bid** as per the format provided in tender document.
4. Part III: This part should contain a copy of the Demand Draft for the cost of the EMD. If exempted, a Copy of a valid NSIC/DGS&D Registration Certificate for the particular tendered equipment/Item to be submitted.
5. The date and time upon which Tenders shall be received and opened are indicated above.
6. Tenders are to be submitted to **Sr. Manager(HRA), Centurion University of Technology and Management, Ramachandrapur Bazar, Jatni- 752050** on or before the stipulated date and time. Bids submitted manually will also be accepted.
7. The **Centurion University of Technology and Management** reserves the right to accept or reject any bid in whole or in part, and to annul the bidding process and reject all bids at any time prior to contract award, without assigning any reason whatsoever and without thereby incurring any liability to Bidders. In case of annulment, bid securities shall be promptly returned to the Bidders.

8. Technical detail should contain a complete specification of goods/scope of related services/list of deliverables with all technical and commercial terms and conditions. Bidders have to confirm the Technical and Commercial specifications. If there are any deviations, the same should be clearly specified in a separate sheet along with a covering letter.
9. The commercial part should contain the schedule of price particulars co-related to the Bill of Quantities with detail terms and conditions. The total all-inclusive F.O.R price at the destination has to be quoted with bifurcation of transportation, insurance, loading & un- loading at **Centurion University of Technology and Management**, taxes and duties (with rates) and other charges.
10. For overseas suppliers the delivery term shall be CIP/DAP **Centurion University of Technology and Management**, Jatni. The term CIP/DAP & Final destination shall have the meaning defined in Incoterms 2010. In addition, the supplier or representative of the supplier shall arrange customs clearance of the goods at the port of destination and the unloading of the goods at the final destination. The necessary documents required for customs clearance shall be provided and customs duty as per actual shall be paid by CUTM.
11. Tenders should be submitted by the reputed Original Equipment Manufacturers (OEM)/or their authorized dealers/agents only. Proof of authorized dealers /agents to be submitted along with the offer.
12. The tender/quotation/bid should remain valid for 180 days from the date of opening of the tender.
13. **Centurion University of Technology and Management(CUTM)** shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid. The all-inclusive price quoted by the bidder in price schedule (inclusive of all taxes and duties) shall be taken for comparison. For evaluation and comparison purposes, the currency (ies) of the Bid (if quoted in currency other than INR) shall be converted in INR as per the RBI exchange rate (reference rate) prevailed on date of opening of tender or the latest rate available on a previous date.
14. Taxes applicable at the time of supply is to be mentioned in the price schedule. GST No with HSN Code of items quoted to be mentioned in the offer.
15. Supplier's GST No /PAN No and service tax registration No should be mentioned in the tender positively.
16. The concerned supplier will arrange transit insurance till **CUTM, Jatni**. No enhancement of rate for whatever cause will be allowed once the tender is accepted. **Withdrawal of the tender or failure to make the supply within the scheduled period will entail cancellation of the order in addition to forfeiture of Earnest Money Deposit. /Security deposit.**
17. Specifications of the item quoted/Bill of quantity should be listed in the tender documents as per the tender format and Printed catalogues should be attached. Original printed catalogue of the equipment to be couriered before opening date. The Model of the equipment/items and its Catalogue should be spelt out clearly. Equipments/equipment/items quoted without standard printed catalogue shall not be considered. Specification as mentioned in the standard equipment catalogue shall be considered for technical comparison. The list of customers with detail addresses to whom the particular tendered equipment/ item(s) is supplied /installed during last three years should be submitted along with offer. The detailed specification of the product should also be displayed in the official website of the tenderer/OEM so as to cross check the product while evaluating the technical bid. If there is inconsistency in specification provided in catalogue and website, decision of the evaluation committee shall be final.
 - a. Specifications and rate of each item of the standard accessories should be given separately

- b. Additional accessories recommended by the supplier can be quoted separately.
- c. A deviation statement indicating any non-compliance of the offered product with reference to the technical specification should be invariably provided. In case there is no deviation, Nil deviation statement should be submitted.
- d. The contents of the tender should be clear, specific & self-explanatory. Comments like OK are not acceptable, instead exclusive or inclusive should be written. In case of ambiguity, decision of **Centurion University of Technology and Management** shall be final.

18. Inspection

- a. **Centurion University of Technology and Management** reserves the option of inspecting the goods at the supplier’s works prior to packing and dispatch. The Supplier shall provide all facilities for carrying out the inspection.
- b. Inspection Report/ Test Reports /Accuracy Chart used and the standard (ISI/BBS/DIN) adopted should be supplied before dispatch of the equipment for pre-dispatch inspection waiver at the supplier’s premises if the purchaser so decides.
- c. However, Inspection at CUTM after supply and installation shall be final.

19. Installation, Commissioning & training shall be the responsibility of the supplier at their cost.

20. TENDER FEES, EARNEST MONEY DEPOSIT/BID SECURITY

The bidder should submit **EMD** against each items as mentioned below **by Demand Draft only** along with the offer superscribing the tender no and date on the envelope addressing to the tender inviting authority within the bid opening date and time for the tender. Demand Draft should be drawn **favoring Centurion University of Technology and Management, payable at Jatni** . The EMD submitted by Demand Draft should be valid at least for 45 days from the date of opening of Bid.

Sl No	Tender Ref. No	Equipment Descriptions	EMD (Rs)
1	TE-01	Current Transformer(CT) ANALYSER	66,000
2	TE-02	Potential Transformer(PT) ANALYSER	80,000
3	TE-03	Sweep Frequency Response Analyser(SFRA) Test Kit	36,000

The EMD shall be refunded to the unsuccessful bidder without interest within 30 days of the finalization of the tender. In case of the successful bidder, the EMD shall be converted as a security Deposit and shall be refunded without any interest after the successful materialization of the contract.

Suppliers registered with DGS&D/NSIC for the particular item/equipment/service as per the tender document need not submit EMD. Copy of the valid registration certificate for the particular tendered item to be submitted along with bid. Tender(s) without EMD/valid DGS&D or NSIC registration certificate shall be treated as unresponsive and liable for rejection.

Performance Security:

Within 21 days of receipt of notification of award of contract, the successful bidder shall furnish the performance security for 10% of the order value valid up to 60 days beyond the warranty period. The performance security shall be in the form of Bank Guarantee as per the form enclosed in annexure. The Bank guarantee shall be issued by a Bank located in the purchaser’s country (Nationalized or Scheduled commercial Bank in India) or issued by a reputed foreign Bank and routed through a correspondent Bank (Nationalized or Scheduled commercial Bank in India). On receipt of the Performance security the contract/ Purchase order shall be placed on the responsive lowest bidder.

21. GUARANTEE

- a. The supplier shall furnish guarantee for one year from the date of commissioning.

- b. The supplier shall also provide free After-sales-service and free replacement of defective parts during the Guarantee period.

22. DELIVERY

- a. Delivery of the goods will have to be made to the consignee at the place mentioned below:

Sr. Manager(HRA)

Centurion University of Technology and Management

136 & 137, Ramchandrapur, PO: Jatni

Dist: Khordha-752050

Odisha.

- b. Supplies shall be securely protected and the goods packed against loss, damage, etc. marking and consignee details shall be as per the Purchase Order.
- c. Delivery period of equipment/items should not exceed 45-days from the date of placement of Purchase Order. The technical bid must contain the delivery schedule.
- d. A penal charge @ ½% of the order value for delay of every 15 calendar days or part thereof beyond the agreed delivery period to the extent of maximum 5 % will be levied.
- e. **Centurion University of Technology and Management** reserves the right to cancel the order or a part thereof in case of delay beyond the agreed delivery period, forfeiting the earnest money/security deposit
- f. The goods are to be dispatched only through a reputed transporter having an All India Permit on Freight paid Door Delivery basis. Unloading of the equipment at the destination and shifting up to the position to be arranged by the supplier at their cost.

23. PAYMENT

- (i) Advance payment upto 40% shall be made on receipt of order acceptance, submission of bank guarantee for the equivalent amount and proforma invoice claiming the advance. The Bank guarantee should be valid till the successful installation of the equipment.
- (ii) 40% payment shall be made within 15 days of receipt of items/equipment in good condition.
- (iii) Balance payment shall be made after successful commissioning, training and final acceptance and on submission of Performance Bank guarantee for 10% of order value valid till 60 days beyond the warranty period.
- (iv) For overseas suppliers 100% payment shall be made by irrevocable Letter of Credit. 80% payment shall be made on receipt of shipping document at sight. Balance 20% payment shall be made after deduction of penal charges if any due to the operation of LD Clause (as per clause 22 - d) within 15 days of successful installation, commissioning, training and final acceptance in all respect and on submission of Performance Bank Guarantee for 10% of the order value valid till 60 days beyond the warranty period. All L/C Amendment or extension charges due to the supplier shall be to their account.

24. ARBITRATION

In the event of any dispute arising under these terms and conditions of the Contract, the same shall be referred to the **Sr. Manager(HRA), Centurion University of Technology and Management, Ramchandrapur Bazar, Jatni, Dist: Khordha, Odisha -752050** or other officer nominated by him/her who will be the sole arbitrator. The award of the arbitrator shall be final and binding on the parties of this contract. The venue of the arbitration in all cases shall be Bhubaneswar.

25. The checklist of documents submitted to be filled in as per the annexure and to be submitted along with the offer.

Sign on behalf of
Centurion University of

Part – II
TENDER SUBMISSION FORM

To

The Sr. Manager(HRA).
Centurion University of Technology and Management
Ramachandra Bazar, Jatni
Dist: Khordha, Odisha -752050

[The Bidder shall fill in this Form in accordance with the instructions indicated above
Date: [insert date (as day, month and year) of Bid Submission]
Tender No .: [insert tender No]

I/We agree to furnish if required supplies/services as detailed in the Schedule of Requirements or such portions thereof as you may specify in the Acceptance of Tender at the prices given in part III in accordance with the above conditions and the General and Special conditions governing the contract enclosed here to on receipt of order for the same.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: [insert the number and issuing date of each Addenda];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services [insert a brief description of the Goods and Related Services]
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: [insert the total bid price in words and figures];
- (d) The discounts offered and the methodologies for their application are: Discounts. If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.] Methodology of Application of the Discounts. The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];
- (e) Our bid shall be valid for the period of time specified in the tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the terms and conditions for the due performance of the Contract;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been blacklisted by any Govt Institution.
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Station _____
Date _____

Signature of Tenderer.

Signature of Witness