## ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

**TECHNO CAMPUS, GHATIKIA, P.O. MAHALAXMI VIHAR, BHUBANESWAR-751029**

**No. 829/SES /OUTR Dated: 14.03.2024**

TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from reputed original equipment manufacturers/ registered firms/ Agencies for the supply of 100 MHz Digital Storage Oscilloscope for **School of Electrical Sciences of Odisha University of Technology and Research, Bhubaneswar.** The sealed tender will be received by speed post/ registered post/courier only. **No hand delivery will be accepted. The authority will not be held responsible for any postal delay**. Tender received after the scheduled date and time will not be accepted. The date of opening the tender is mentioned in the tender document, which will be opened in the office of the HOS, Electrical Sciences, Odisha University of Technology and Research, Bhubaneswar in the presence of bidders and/or their nominees. **The last date of tender submission is 05.04.2024 up to 3:00 P.M**. The tender bid documents with details of terms and conditions may be downloaded from the University Website: [**www.cet.edu.in**](http://www.cet.edu.in/) **or** [**www.outr.ac.in**](http://www.outr.ac.in/)

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

**Sd/-**

# REGISTRAR

**Bid Ref No.829/SES/OUTR Dated: 14.03.2024**

# BIDDING DOCUMENTS AND INSTRUCTION TO BIDDERS FOR SUPPLY OF 100 MHz DIGITAL STORAGE OSCILLOSCOPE

**FOR**

# SCHOOL OF ELECTRICAL SCIENCES



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

# (A Unitary University under the Government of Odisha)

# Techno Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar – 751 029

**INVITATION FOR BIDS**

**Registrar, Odisha University of Technology & Research**, Bhubaneswar invites sealed bids from eligible bidders for supply of 100MHz Digital Storage Oscilloscope for School of Electrical Sciences. Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the UNIVERSITY** [**www.cet.edu.in**](http://www.cet.edu.in/)/[**www.outr.ac.in**](http://www.outr.ac.in/)

Particulars about submission of bidding document are as follows:

1. Cost of tender document : **Rs. 4,720/- (GST is included)**

(non-refundable) (Tender cost Rs. 4000/- + GST Rs. 720/-)

(By DD/Banker’s cheque in favor **of Odisha University of Technology and Research, Bhubaneswar** drawn on any scheduled bank payable at **Bhubaneswar**)

1. EMD : **Rs. 15,000/-**

(By DD/Banker’s cheque in favor of **Odisha University of Technology and Research, Bhubaneswar** drawn on any scheduled bank payable at **Bhubaneswar**)

1. Date of availability of Bidding Document in the website: **14/03/2024**
2. Last date and time for submission of bids : 05/4/2024 up to 3:00 PM
3. Time and date of opening of technical & Financial bids : 05/4/2024 at 4:00 PM
4. Place of opening of bids: **Head, School of Electrical Sciences**

## Odisha University of Technology and Research,

## Techno-Campus, Ghatikia, Mahalaxmi Vihar,

**Bhubaneswar-751029**

1. Address for communication : **Registrar**

## Odisha University of Technology and Research,

## Techno-Campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751029

1. For any technical query : **Prof(Dr) Meera Viswavandya**

**School of Electrical Sciences, (OUTR)**

## Email: [mviswavandya@outr.ac.in](mailto:mviswavandya@outr.ac.in)

## Ph: 9437271790

**Financial bid & Technical bid must be enclosed separately. Sd/-**

**REGISTRAR**

# Eligibility of Tenderer and General Instructions

## Eligibility

Those who fulfill the following criteria are eligible to participate in the tender.

* + 1. The tenderer should preferably be a reputed Original Equipment Manufacturer/Authorized Distributor, who should provide the documents relating to their Manufacturing Capabilities as follows**.**
       1. The tenderer should possess valid GSTIN No.
       2. The Company should be registered with Tax Department.
       3. The turn-over of the company should have average Rs. 50 Lakhs per annum in the last five years.
       4. The company must have cleared all Tax payment up to date. Attested copies of all Tax Clearance Certificate or non-assessment certificate from the concerned Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN Number and GSTIN No. must be enclosed along with the Tender documents.
       5. If the tenderer is an Authorized Distributor of an Original Equipment manufacturer (OEM), necessary certificate to this effect from his manufacturer must be enclosed.
       6. All after sales support should be provided directly by the manufacturer or Tenderer.
       7. The tenderer must have the willingness for providing comprehensive maintenance support of the items supplied by him.
       8. The tenderer must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations like NITs/IITs/Central Research Laboratories since last 3 years.

## General Instructions

1. **The selection for procurement of equipment will be based on technical specification, quality, and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.**
2. Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.
3. The tender should mention in the tender paper, the location of its service center nearest to Bhubaneswar.
4. All offers should be in English and the price quoted for each item should be firm.
5. Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.
6. The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.
7. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
8. Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid shall not be considered. However, negotiation may be made before finalization.
9. Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work on the cost thereof.
10. Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.
11. This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.
12. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
13. Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.
14. Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.
15. While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.
16. The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.
17. The tenderer will not be permitted to change the substance of his offer after the tenders have been opened. In the event of non-compliance with this provision, the tenderer is liable to be disqualified.
    1. **Procedure for Submission of Tenders**

The Tenderers must submit their bids as required in two parts in separate sealed covers Prominently super scribed as Part-I “**Technical Bid**” and Part-II “**Financial Bid**” and also indicating on each of the covers the “**Tender call Notice Number & Date**” and **due date and time** as mentioned in Tender Call Notice.

## Part-I (Technical Bid)

1. Excepting the price schedule, all other documents in support of eligibility as mentioned in para 1.1 i.e., details of **technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, All Tax Clearance certificates, PAN Card copy, proof of GSTIN No., list of clients, authorization certificate from Manufacturer in case of Dealer**, **etc**. along with **tender document duly signed** by the authorized person in each page shall be covered in Part-I (Technical Bid).

## Part-II (Financial Bid)

All indications of price shall be given in Part-II (Financial Bid) as per Annexure – II

1. Both sealed covers Part-I **“Technical Bid”** and Part-II “**Financial Bid**” should be placed in a third cover along with requisite **EMD & cost of Tender documents** (separately in the form of DD drawn in favour of **Odisha University of Technology and Research, Bhubaneswar** at any Nationalized Bank payable at Bhubaneswar), others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted by speed post /Registered Post/courier to the **‘Registrar’, Odisha University of Technology and Research, Techno- campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029, Odisha** within the due date and time as stipulated in Tender. **No hand or Courier delivery is accepted.** The sealed envelope must show the name of the tenderer and his address and should be super scribed as **“*Tender for supply of 100 MHz Digital Storage Oscilloscope for School of Electrical Sciences****”* on the top of the envelope.
2. All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.
3. All the documents must be submitted in a **sequential manner** with **separator/ flags** to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

# Requirements by Tenderer before Supply

## Packaging

All the equipment is to be suitably protected, and crated to prevent damage or deterioration during transit and storage till the time of installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

## Inspection

1. OUTR, Bhubaneswar reserves the right to reject any equipment if it does not comply with the specifications during site testing, installation and commissioning stage.
2. Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation and commissioning of respective equipment / components at the manufacturing site.

# Requirements by Tenderer after Supply

## Supply

1. The material would be delivered by the supplier at **School of Electrical Sciences, Odisha University of Technology and Research, Techno Campus,** P.O. Mahalaxmi Vihar, Ghatikia, Bhubaneswar – 751029, Odisha.
2. The items should be supplied directly from the manufacturer or Authorized distributer having passed all tests successfully with Certifications as required.
3. The equipment should conform to the latest relevant National/International standards and shall be completed in all respect.
4. Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the tenderer at no extra cost.
5. In case, equipment is found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complaint.
6. The equipment ordered must be supplied in one lot within **4 (four) weeks** of placing of the order.
7. OUTR, Bhubaneswar reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days’ notice in the event of delay in supply.
8. Any increase in tax and duties after expiry of delivery period will be borne by the supplier.
9. In case the items supplied by the supplier are found not up to the specification shall be rejected.
10. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.
11. The equipment shall be delivered and installed at site at the cost of the tenderer.
12. All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tenderer.
13. In case of delay in supply, the university will recover L.D. at the rate of 1% of the value of the undelivered/uninstalled equipment per month or part thereof, subject to a maximum 5% of the value of the undelivered/uninstalled equipment.

## Installation and Commissioning:

Installation and Commissioning shall include the following:

1. Installation and Testing of the equipment should be done by the tenderer at no extra cost.
2. It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to purchaser.
3. The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
4. Installation must be completed within 15 days after delivery on site.

## Documentation:

1. Detailed **technical manuals, handbooks, drawings, Warranty card** and **Factory Quality Assurance checklist, test results** and any other certifications mentioned in the technical specifications shall be supplied along with the consignment.
2. Supplied manuals / handbooks must cover detailed technical specifications and installation, maintenance, and System Safety procedures.
3. For Experimental setups **details of theory, procedure and methods of taking measurements etc. should be provided in the form of hand books for each experiment.**
4. The receipts for taxes paid, if any, for the supplied materials should also be submitted.

## Trial Operation and Performance Guarantee Test:

1. After successful completion of Installation and Commissioning of the equipment, a 7-day continuous trial operation putting those on optimum use shall be conducted by the tenderer at site, during which the performance of the equipment shall be demonstrated for trouble-free continuous operation, meeting the specified standards
2. During trial operation, tenderer shall do all necessary adjustments required to ensure the performance as per the acceptable level.
3. In case, guaranteed performance is not established, the tenderer shall be given opportunity to rectify/replace the equipment/components, and restart the 7 days continuous trial operation, at the risk and cost of the tenderer.

## On-Site Warranty:

1. The equipment may be used continuously in Laboratory. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied equipment shall be covered under **Five-years** comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.
2. During the period of warranty, it shall be the responsibility of the tenderer to provide all essential spares and consumables, which may be required for maintenance at the tenderer’s cost.

## After Sales Service:

1. During the warranty period the tenderer shall attend to the problems reported by the users of OUTR on a priority basis.
2. For any problem reported the tenderer shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.
3. The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.
4. The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service EMD and security deposit will be invoked.

# Financial Terms:

## EMD

1. The tenderer has to submit a Demand Draft / Banker’s Cheque / Pay order of **Rs.15,000/-**in favour of **Odisha University of Technology and Research (Formerly College of Engineering and Technology), Bhubaneswar** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD & tender fee of Rs 4,720/-, the tender will be summarily rejected.**
2. No interest paid to the tenderer towards EMD money.
3. In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.
4. No request for adjustment of claims, if any, will be accepted.
5. The EMD of unsuccessful tenderers will be refunded within 30 days after the tenders are finalized.

## Performance Security Deposit

The successful Bidder will deposit 5% of purchase order value as **Performance Security Deposit** and will be **refunded after expiry of stipulated warranty periods.**

## Prices:

1. Price quoted should be **FOR Odisha University of Technology and Research, Bhubaneswar only. Tax components as applicable should be mentioned clearly in the financial bid.**
2. Price should be quoted for unit item.
3. Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

## Discount:

* + 1. Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.
    2. The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

## Payments:

Payment of 100 percent of the ordered value will be made after successful installation and commissioning of the equipment subject to submission of satisfactory performance report by the concerned Head of School.

# Instruction to the Tenderer:

1. Include the printed catalogue and pricelist if any for each of the equipment quoted.
2. Specify the list of Accessories required along with each of the equipment.
3. Specify the list of Accessories to be given free of cost, along with the items “**Free Accessories”**; these should be fully compatible with the quoted models.

## Solving Disputes:

1. OUTR, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.
2. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The OUTR authority has all rights to accept / reject any tender without assigning any reasons thereof.***

# Technical Specifications

Following are the minimum specifications of the equipment to be supplied

* The minimum specifications are indicative and not exhaustive.
* The quoted materials should be of latest trend and technology.
* Each item should be complete in itself without needing any extra requirements except accessories required for general test and installation.

## Financial Bid will be opened only if Tenders qualify in Technical evaluation.

**List of materials with technical specification required for various laboratories of School of Electrical Sciences**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the item** | **Make/Model** | **Qty. Required** |
| **1.** | **Digital Storage Oscilloscope (DSO) 100 MHz:** | Features:   * **100 MHz bandwidth** * 2-channel * 1 GS/s sample rate on each channel * 20k point record length on all channels * Automated measurements * Dual window FFT, simultaneously monitors both the time and frequency domains * Built-in waveform limit and trend plot testing * Dual channel frequency counter * Zoom Function * Automated, extended data logging feature * Autoset and auto-ranging functions * Built-in context-sensitive help * **Minimum 5-year warranty** | 08 Nos. |

**Note: All the items must have ISI standard.**

# Annexure-I

# ODISHA UNIVERSITY OF TECHNOLOGY & RESEARCH, BHUBANESWAR SCHOOL OF ELECTRICAL SCIENCES

**(A unitary University under Govt. of Odisha)**

Techno Campus, Ghatikia, P.O. Mahalaxmi Vihar, Bhuabaneswar,

## Pin-751029, [www.cet.edu.in](http://www.cet.edu.in/)

**Email:**[**info@cet.edu.in**](mailto:info@cet.edu.in)

## \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* TECHNICAL BID

(To be enclosed in separate sealed cover)

Supply of Digital storage oscilloscope (DSO) 100 MHz, 8 numbers as per the specifications provided.

1. Name of the bidder
   1. Full postal address
   2. Full address of the premises
   3. Telephone number
   4. E-mail id

2. a) Tender Cost: Rs 4,720 (Rupees Four Thousand Seven hundred Twenty only).D.D. No……….date……… (Enclosed)

b) EMD: Rs 15,000 (Rupees Fifteen Thousand only).D.D. No……….date……… (Enclosed)

1. Registration No. of Firm:

(Copy of Document showing Registration of Firm shall be enclosed)

1. Tax Clearance Certificate and GSTIN No:

(Copy of Tax Clearance Certificate and GSTIN No. proof shall be enclosed)

1. Income Tax Clearance Certificate:

(Copy of IT Clearance Certificate and PAN No. proof shall be enclosed)

1. Total annual turn-over (value in Rupees) (Previous year):

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years (Copy of proof shall be enclosed)

**Signature with Date and Seal of the Bidder/ Tenderer**

# Annexure-II

# ODISHA UNIVERSITY OF TECHNOLOGY & RESEARCH, BHUBANESWAR

# SCHOOL OF ELECTRICAL SCIENCES

**(A unitary University under Govt. of Odisha)**

Techno Campus, Ghatikia, P.O. Mahalaxmi Vihar, Bhuabaneswar, Khordha, Odisha, Pin-751029,

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**FINANCIAL BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Item Description** | **Unit** | **Qty. Req.** | **Unit Cost** | **Total** | **GST**  **Applicable %** | **Total cost including GST** |
| 1 | **Digital Storage Oscilloscope (DSO) 100 MHz**   * **100 MHz bandwidth** * 2-channel * 1 GS/s sample rate on each channel * 20k point record length on all channels * Automated measurements * Dual window FFT, simultaneously monitors both the time and frequency domains * Built-in waveform limit and trend plot testing * Dual channel frequency counter * Zoom Function * Automated, extended data logging feature * Auto set and auto-ranging functions * Built-in context-sensitive help * **Minimum 5-year warranty** | No | **8** |  |  |  |  |

**Signature and seal of the bidder**

# Annexure-III

# PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

To

The Registrar, OUTR Bhubaneswar-751029

Sub: Submission of Tender for Supply, Installation & Commissioning of 100 MHz Digital Storage Oscilloscope for various Labs of School of Electrical Sciences.

Sir/ Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake to, Supply, Installation, Testing & Commissioning of **100 MHz** **Digital Storage Oscilloscope** for various Labs of School of Electrical Sciences., OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of Tender.

1. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions.

It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected without prejudice to any other right or remedy and the OUTR will be at liberty to forfeit the EMD absolutely.

1. I/We hereby submit the earnest money (EMD) of [Rs.…………..……….……] for the above Tender in the form of demand draft.
2. I/We hereby submit the Tender Fee of [Rs.…………..……….……] for the above Tender in the form of demand draft.
3. That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of OUTR for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of OUTR asks for bribe/gratification, I/We shall immediately report it to the OUTR authorities.
4. That, I/We undertake that OUTR’s tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Dated:

Witness…...................

Signature....................

Address......................

Enclosures

Yours faithfully

Signature of Bidder

Name: ……………………

Telephone:…………….