



# SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

Phone: +91 -11-20862652, +91-11-20862806 [www.sau.int](http://www.sau.int)

## BID DOCUMENT

for

**“Supply & installation of Plant Growth Chamber 1000-Litre with Accessories”**  
at

**South Asian University, Rajpur Road, Maidan Garhi, New Delhi**

*(Tender no.: SAU/EP/FLSB/2023/25)*





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## INVITATION FOR BIDS

**Supply & installation of Plant Growth Chamber 1000 Litre with accessories**

**Tender No. SAU/EP/FLSB/2023/25 dated 01.12.2023**

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Bids are invited on behalf of the President, South Asian University, under Two-bid system (Technical bid and Financial bid) from reputed authorized distributors/dealers/retailer, etc. for supply of & installation of Plant Growth Chamber 1000 Litre with accessories for South Asian University addressed to "Assistant Registrar (E&P), Room No. ES 203, South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068 The detailed specifications are attached at Annexure-I.

### Conditions for Submission of Bids

Under the two bid system, the bidders are required to submit their 'Technical bid' and 'Financial bid' separately. All the documents related to technical bid (i.e Eligibility criteria & technical details) and financial bid should be put in two separate envelopes duly marked as 'Technical bid' and 'Financial bid' respectively. Both the envelopes shall then be sealed in one outer (main) envelope which should be super subscribed clearly with the name of tender and number addressed to the President, South Asian University, and New Delhi. The outer envelope shall contain the name and postal address of the tenderer with Phone/ Mobile/ Fax numbers and e-mail address.

#### **A) The 'Technical bid' should consist of the following documents:**

##### The technical offer should not contain any price information

The Technical Bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation eg. If the bid is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.

#### **The Technical Offer should comprise of the following:**

- The technical bid should contain commercial terms with reference to the tender.
- The technical offer should be complete to indicate that all products and services asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the BIDDER. Unsigned Tenders will also be rejected. Failure to comply with this requirement may result in the bid being rejected
- Complete Tender Document duly signed and stamped. (Pg. No. 01 to 05 )
- All documents relating to eligibility criterion (as per Annexure I to VII)
- Bid Security (EMD)

#### **B) The 'Financial bid' should contain the following documents:**

- Price bid as per the prescribed format at annexure VIII.
- Bid should be valid and open for acceptance for a period of 90 days from the date of opening the technical bid.





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1. Sealed bids should reach the University latest by **15.12.2023** up to 3.00 p.m. bids received beyond the last date of submission will be rejected. All received bids will be opened on the same day at 3:30 pm. No bids will be entertained by e-mail or fax.
2. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
3. **Opening of Technical Bid:** Technical bid shall be opened at Room No. ES 203, South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068 on **15.12.2023** by 3.30PM.
4. **Evaluation of Technical Bid:** Screening of pre-qualification documents. Further, the bids will be evaluated for compliance with the minimum pre-qualification criteria as listed above. The screening will be done purely on the basis of documentary evidence submitted by the tenderer along with his technical bid. The decision of Bid Evaluation Committee as regards to the evaluation of bids will be final and no correspondence will be entertained in this regard. The firms who qualify as per the technical bid will only be considered for opening of its financial bid.
5. Bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 70000.00 in the form of Demand Draft Banker's Cheque/Bank Guarantee which is refundable drawn in favour of **South Asian University**, payable at New Delhi.
6. **Opening of Financial Bid/Price Bid:** The price bid of final short listed bidders only will be opened at a date and time to be decided by the competent authority. Evaluation of price bid and award of purchase order shall be done thereafter. The purchase order will be awarded to the bidder whose bid has been offered the lowest price.
7. The University reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
8. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.
9. The rates of the materials should be valid for at least six months for further purchase as well.
10. The loading, unloading at SAU and bringing the material up to the work location shall be responsibility of the contractor/supplier.
11. **The rates shall be inclusive of transportation, loading, unloading & handling charges and nothing extra will be paid i.e. FOR Destination.**
12. **For Goods manufactured abroad & imported to India:** We are exempted from payment of Custom Duty under notification number 84/97-Customs dated 11.11.1997 as amended by Notification Nos. 85/99, 119/99-Cus, 75/2001, 107/2001-Cus and 24/2008-Cus dated 01.03.2008. If desired SAU will provide applicable





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Custom Duty Exemption document for the same. No other charges than those mentioned clearly in the quotation will be paid.

13. **TERMS OF DELIVERY:** All the supplies should be delivered & installed at LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi – 110068
14. **DATE OF DELIVERY:** The deliveries & installation must be completed within 03 months after placement of Purchase order. The date of delivery shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply the the goods on or before the above mentioned delivery date, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification
15. **DISCREPANCY OR OMISSIONS:** The payments are made strictly on the basis of the payment terms of the contract/work order which will be mentioned below and the contractor/supplier is advised not to change anything over and above the amount stipulated in the work order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for examination and if necessary issue of necessary amendments to the supply order before submission of the bill.
16. **INVOICE:** Along with the supplies, the supplier shall submit the invoice in duplicate that is pre-receipted and affixed with stamps, where necessary. Bills not conforming to all clauses are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.
17. **PAYMENT:** Will be made 100% when all the items have been delivered & installed against a particular order to the satisfaction of the University
18. The South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UNO00175UNQ

**Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-**

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;





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- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.

19. **PERFORMANCE SECURITY:** The successful bidder shall be required to furnish a Performance Security of 5% of the total value of the contract within 14 days of the purchase order. Performance security may be furnished in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ or a Bank Guarantee from any Scheduled Commercial Bank in an acceptable form to the University drawn in favour of "South Asian University", New Delhi. Performance security shall remain valid for a period of sixty days beyond the date of successful installation of the equipment and warranty period. No interest will be payable by SAU on the Performance Security.
20. **DAMAGES / ACCIDENTS:** If some major or minor damage happens to the given property under this work order during the period of execution, the contractor/supplier is liable to rectify the damage / damages at his own cost and cannot charge from the University. The contractor/supplier is liable for the safety of his own staff/labors while executing the work, if any accident happens to any of them the contractor will be responsible for that.
21. **ORDER CONFORMITY:** The items of works which are not found to be not up to the quality expected by the South Asian University & do not conform to the description/specifications laid down in the work order, will be rejected at the contractor/supplier's cost and risk.
22. **DISPUTES:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University and whose decision shall be final and binding.

Yours faithfully,

Asst. Registrar (E&P)

Contractor/supplier's seal & Signature





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Annexure I

## SPECIFICATIONS FOR PLANT GROWTH CHAMBER 1000 LITRE WITH ACCESSORIES

Technical Specifications for Requirement of Plant Growth Chamber ( 01Unit) with accessories	
Application & design	Ideal for growing plant, plant tissue culture or any other plant lab experiments. The body design of plant growth chambers should be built as reach in growth chamber and the chamber should provide sufficient space under controlled temperature, humidity and light conditions.
Chamber Volume (Ltrs)	Min. 950
Controller	<u>Microprocessor PID control</u> programmable for temperature, humidity, and lighting for night and day.
Temperature range (°C)	0-60
Maximum Relative Humidity (%RH)	40 ~ 80
Illumination (Lux)	Min. 35000
Material	Inner Chamber: Corrosion resistant Stainless Steel 304 chamber Body : Epoxy Powder Coated Steel Shelves: Stainless steel wire, electro polished
inner Door	<u>Tempered glass door</u> for for clear observation of plant growth without affecting inner chamber's environment.
Outer Door	Two lockable, front opening solid door
Alarms	Open Door. Over/Low Temp/Humidity audible & visual alarm indicators
Shelves	<u>Min. Three</u> with adjustable height
Wheels	<u>Lockable Casters</u> for easy mobility during installation or relocation.
Refrigerant type	<u>Eco-friendly, CFC-free refrigerant use.</u>
Safety	Over-Temperature Cut-Off, Over Current Cut-Off Low Water Level Cut-Off
Calibration and auto tuning	Yes
Documents	User Manual, Service Manual, International brand and certification,
Electrical Requirements	220±10% VAC 50/60Hz 1-Phase





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<b>Warranty on plant chamber</b>	03Yrs with spare inclusive
<b>Authorization &amp; catalog</b>	Specific authorization with tender reference no. Catalog should be available on website & must be enclosed in bid.
<b>Additional accessories</b>	<b>For smooth functioning of lab these accessories are essential</b>
	Vortex Mixer with pcr & mct tube rotor, Dry Heat Block 0.5, 1.5ml covered, Heated Magnetic stirrer of same brand
	Pipette set (0.5 - 10ul, 10 - 100ul, 100-1000ul), pH bench meter (range min 10pH) of branded quality, applicable servo stabilizer for plant growth chamber with branded quality
<b>Warranty on accessories</b>	01 Yr standard





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Annexure II

## DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: \_\_\_\_\_

Complete Address : \_\_\_\_\_

\_\_\_\_\_

Contact Nos. \_\_\_\_\_







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Annexure-III

## BIDDER INFORMATION FORM

Company Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Registered Address: \_\_\_\_\_

GST No. : \_\_\_\_\_ PAN No. : \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company's Establishment Year: \_\_\_\_\_

Company's Nature of Business: \_\_\_\_\_

Company's Legal Status (tick on appropriate option )	Company Category (tick on appropriate option )
1) Limited Company	1) Micro Unit as per MSME
2) Undertaking	2) Small Unit as per MSME
3) Joint Venture	3) Medium Unit as per MSME
4) Partnership	4) Ancillary Unit
5) Others	5) SSI
	6) Others

### CONTACT DETAILS OF BIDDER: -

Contact Name: \_\_\_\_\_

Email Id: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No :( \_\_\_\_\_ ) \_\_\_\_\_

Mobile No: \_\_\_\_\_

### BANK DETAILS FOR PAYMENT:-

Name of Beneficiary: \_\_\_\_\_

A/c. No. CC/CD/SB/OD: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

IFSC NO. (Bank): \_\_\_\_\_

Branch Address and Branch Code: \_\_\_\_\_





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Annexure - IV

## FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

Sr. No.	Name of specifications/ part / Accessories of tender enquiry	Specifications of quoted Model/ Item	Compliance Whether "YES" Or "NO"	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature/manual (refer pg.no.)
01	Application & design	Ideal for growing plant, plant tissue culture or any other plant lab experiments.			
02	Chamber Volume (Ltrs)	Min 950Ltrs			
03	Controller	Microprocessor PID control programmable for temperature, humidity, and Lighting for night and day.			
04	Operating Temperature range(°C)	At least 0~60C			
05	Maximum Relative Humidity (%RH)	At least 40 ~ 80			
06	Illumination (Lux)	Min. 35000			
07	Material	Inner Chamber: Corrosion resistant Stainless Steel 304 chamber Body : Epoxy Powder Coated Steel Shelves: Stainless steel wire, electro polished			
08	Inner Door	Tempered glass door for clear observation of plant Growth without affecting inner chamber's environment.			
09	Outer Door	Two lockable, front opening solid door			
10	Alarms	Open Door. Over/Low Temp/Humidity audible & visual alarm indicators			
11	Shelves	Min. Three with adjustable height			
12	Wheels	Lockable Casters for easy mobility during installation or relocation.			





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<b>Refrigerant type</b>	Eco-friendly CFC-free refrigerant use.			
<b>Safety</b>	Over-Temperature Cut-Off, Over Current Cut-Off Low Water Level Cut-Off			
<b>Calibration and auto tuning</b>	Yes			
<b>Documents</b>	User Manual, Service Manual, International brand and certification,			
<b>Electrical Requirements</b>	220±10% VAC 50/60Hz 1-Phase			
<b>Warranty on plant chamber</b>	03Yrs with spare inclusive			
<b>Authorization &amp; catalog</b>	Specific authorization with tender reference no. Catalog should be available on Website & must be enclosed in bid.			
<b>Additional accessories</b> (For smooth functioning of lab these accessories are essential)	Vortex Mixer with per & mct tube rotor of same brand			
	Dry Heat Block 0.5, 1.5ml covered of same brand			
	Heated Magnetic stirrer of same brand			
	Pipette set (0.5 - 10ul, 10 - 100ul, 100-1000ul), pH bench meter (range min 10pH) of branded quality,			
	Applicable servo stabilizer for plant growth chamber with branded quality			
<b>Warranty on accessories</b>	01Yr standard			





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Annexure - V

## PREVIOUS SUPPLY ORDERS FORMAT (Minimum 03 order details)

Name of the Bidder \_\_\_\_\_

Order placed by {Full address of institution}	Order No. and Date	Model No. and quantity of ordered equipment	Value of order	Date of actual completion of delivery	Contact Person Name {purchaser} along with Telephone no. & e-mail address

Signature and Seal of the Manufacturer/ bidder .....

Place:.....

Date:.....





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Annexure - VI

## MANUFACTURER'S AUTHORIZATION FORM

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that re binding on the Manufacturer]*

Date:

Tender No.: \_\_\_\_\_ [Insert tender No.]

To: South Asian University, New Delhi, India

WHEREAS

We \_\_\_\_\_ [insert completer name of Manufacturer], who are official manufacturers of Plant Growth Chamber having factories at

\_\_\_\_\_  
[insert full address of Manufacturer's factories], do hereby authorize

\_\_\_\_\_  
[insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us Plant Growth Chamber, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: \_\_\_\_\_ [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: \_\_\_\_\_ [insert complete name(s) of authorized representative(s) of the Manufacturer]

Designation: \_\_\_\_\_ [insert title]

Duly authorized to sign this Authorization on behalf of: \_\_\_\_\_  
[insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]





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Annexure - VII

## Check List for Submission of Bid

*BIDDERS to indicate whether the following are enclosed / mentioned by striking out the non-relevant option and write concern page no.*

Sr.No.	Particulars	Documents Attached	Page No.
01	Two separate bids duly filled in and signed in sealed envelopes (i) Technical (ii) Commercial	( Yes / No )	
02	The Demand Draft/BG for Rs 70,000/- towards Earnest Money Deposit		
03	Declaration Regarding Blacklisting / Debarring For Taking Part In Tender/ Annexure - II		
04	Bidder Information Form/ Annexure - III		
05	Format Of Compliance Statement Of Specifications/ Annexure - IV		
06	Previous Supply Orders Format/ Annexure - V		
07	Manufacturer's Authorization Form Annexure - VI		
08	Price Schedule Annexure - VIII		
09	Company Registration Number (Attach attested copy of certificate)		



