

**MAULANA AZAD NATIONAL URDU UNIVERSITY  
GACHIBOWLI, HYDERABAD 500032**

**(A Central University established by an Act of Parliament in 1998)**



**TENDER DOCUMENT**

**OF**

**Supply and Installation of Total Station & Electronics Theodolite for  
Civil Engineering Lab Equipments**

**At**

**MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga**

**Tender No. MANUU/Purchase/F.188/2018/..06. dt: 9<sup>th</sup> May 2018  
[Through e-procurement (CPPP) only]**

**TENDER DOCUMENT**  
***For supply of Total Station & Electronics Theodolite for Civil Engineering Lab Equipments  
for Polytechnic Hyderabad, Bangalore, Darbhanga MANUU***

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## TENDER DOCUMENT AT A GLANCE

|     |  |   |
|-----|--|---|
| 1.  | Work   | Supply and installation of Total Station & Electronics Thodelite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga |
| 2.  | Authority inviting tender                              | <b>Registrar,</b><br>Maulana Azad National Urdu University,<br>(MANUU)<br>Hyderabad   |
| 3.  | Duration of contract                                   | One year from the date of signing of contract extendable further  |
| 4.  | Estimated cost of contract                             | Rs.54.00 Lacs<br>(Rupees Fifty Four Lacs only)  |
| 5.  | <i>How the bids should be submitted</i>                | Online on Central Public Procurement Portal (CPPP) of NIC, Government of India.   |
| 6.  | <i>To whom the EMD in original should be submitted</i> | Assistant Registrar,<br>Purchase & Stores Section,<br>Room No. 5, Admin. Building, MANUU<br>Gachibowli, Hyderabad - 500 0032<br>Ph. No. 040-23001697          |
| 7.  | <i>Date and time of opening of financial bids</i>      | To be notified later to only those bidders who qualify in technical bids.   |
| 8.  | Amount of Bid Security (EMD)                           | Rs.2,70,000/-<br>(Rupees Two Lacs Seventy thousand only)  |
| 9.  | <i>Bid Validity Period</i>                             | 90 (ninety) days from the last date of submission of bids   |
| 10. | Total number of pages of Tender Document               | 30  |

## SECTION -1

### NOTICE INVITING TENDER

Maulana Azad National Urdu University (MANUU), Hyderabad (a Central University established by an Act of Parliament) invites online bids under e-procurement method on two bid systems (technical and financial) from the reputed firms for Supply and installation of Total Station & Electronics Thloedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga within the specified period.

The document can be downloaded from the Government of India, Central Public Procurement Portal (CPPP) website [www.eprocure.gov.in](http://www.eprocure.gov.in) or from the University's website [www.manuu.ac.in](http://www.manuu.ac.in).

The bidding documents (technical bid and financial bid) duly filled-in as per the instructions contained in Section 2 of this document (Instructions to Bidders) along with *scanned copy of* required documents and Account Payee Demand Draft / Banker's Cheque / Bank Guarantee/ Fixed Deposit Receipts for Rs.2,70,000/- drawn / made in favour of the Finance Officer, *Maulana Azad National Urdu University, Hyderabad towards Bid Security (Earnest Money Deposit)* must be uploaded on CPP Portal on or before 31<sup>st</sup> May, 2018 up to 03.00 PM. The EMD in original must be submitted to the Assistant Registrar (Purchases & Stores), MANUU before the last date and time of submission of bids either by hand or through post.

  
REGISTRAR



**SECTION – 2****INSTRUCTION TO BIDDERS****2.1 General Instructions**

- 2.1.1 For the bidding / tender documents purposes, 'Maulana Azad National Urdu University' (MANUU) shall be referred to as 'Client' and the bidder / successful bidder shall be interchangeably referred to as 'Contractor' and / or 'Bidder'.
- 2.1.2 The invitation for bid is open to reputed firms in Supply and installation of Total Station & Electronics Thloedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga
- 2.1.3 The bidding documents (technical bid and financial bid) must be uploaded on CPPP on or before 31<sup>st</sup> May, 2018 up to 03.00 pm. Late bids shall not be accepted on any ground whatsoever.
- 2.1.4 While all efforts have been made to avoid errors in preparation of tender documents, the bidders are advised to check the same carefully. No claim on account of any error detected in the tender document shall be entertained.
- 2.1.5 The duly filled-in technical bid along with scanned copy of requisite supporting documents and financial bid should be uploaded online on CPPP as required under e-procurement method of Government of India. Non-receipt of any of the required documents or bid with incomplete details will lead to rejection of tender).
- 2.1.6 Any person signing on behalf of a bidder must attach scanned copy of the authorization letter/ Power of Attorney from the actual bidder as the proof of authorization for signing on his/ her behalf.
- 2.1.7 Each bidder shall submit only one bid against this invitation of tender.
- 2.1.8 Bid containing conditional offers, offers with deviation from the conditions of contract, bids not meeting the eligibility criteria, technical bids not accompanied with Bid Security / Earnest Money Deposit of requisite amount / format or any other requirements stipulated in the tender documents are liable to be rejected.
- 2.1.9 The tenderer, after submitting the tender online, may withdraw, substitute or modify the tenders without forfeiture of Bid Security/ EMD up to the date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered.
- 2.1.10 No bid shall be withdrawn in the interval between the last date of submission of bids and expiration of the period of bid validity.
- 2.1.11 A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- they have controlling partner(s) in common; or
  - they receive or have received any direct or indirect financial stake from any of them; or
  - they have the same legal representative/ agent for the purpose of this bid; or
  - they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder.

- 2.1.12 A prospective bidder may seek clarification in writing from the MANUU on the tender documents well before the due date of submission of bids.
- 2.1.13 At any time prior to the date of submission of bids, the MANUU may, whether its own initiative or in response to a clarification sought by a prospective bidder, amend bid documents by using corrigendum which shall be notified on the MANUU official website.
- 2.1.14 In case the amendments in the tender document require revision in the bids already submitted by that time and there being inadequate time to revise the bids by the notified last date and time for submission of revised bids by the bidders, the date and time of submission of bids may be suitably extended at the discretion of the MANUU. In such a situation, the bidders shall also be required to extend the validity period of their bid security / EMD.

## **2.2 Bid Security (Earnest Monet Deposit)**

- 2.2.1 The bid must be accompanied by a Bid Security (Earnest Money Deposit) of Rs.2,70,000/- in the form of an Account Payee Demand Draft / Banker's Cheque / Fixed Deposit Receipts/ Bank Guarantee of any nationalized bank drawn / made in favour of the Finance Officer, Maulana Azad National Urdu University, Gachibowli, Hyderabad payable at Hyderabad. However, the firms / companies registered as Micro and Small Enterprises (MSEs) as defined in Government of India's MSE Procurement Policy, Start-ups as recognized by Government of India, Department of Industrial Policy & Promotion are exempted to furnish bid security subject to production of proof of their registration for printing and supply of course materials / other academic materials.
- 2.2.2 Scanned copy of financial instrument mentioned in para 2.2.1 should be uploaded along with the technical bid and the bid security / EMD in original must be submitted to the Assistant Registrar (Purchases & Stores), MANUU before the last date and time of submission of bids either by hand or through post.
- 2.2.3 The Bid Security should remain valid for a period of 90 days beyond the final bid validity period.
- 2.2.4 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Client in respect of any previous services/ work shall be entertained.
- 2.2.5 A bidder's Bid Security will be forfeited if the bidder withdraws or amends its offer or impairs or derogates from the tender in any respect within the period of validity of the tender.
- 2.2.6 In the case of a successful bidder, the Bid Security will be forfeited, if the bidder fails to  
 (i) furnish the required Performance Security within the specified period;  
 (ii) honour his/ her own quoted prices for the services or part thereof;  
 (iii) sign the contract in accordance with the terms of the tender document.
- 2.2.7 Bid Securities of unsuccessful bidders will be returned to them through e-payment at the earliest after expiry of the final bid validity period and latest by 30<sup>th</sup> day after the award of contract.
- 2.2.8 In the case of successful bidder, the Bid Security will be returned on receipt of Performance Security.

## **2.3 Minimum Eligibility Criteria**



- 2.3.1 The bidder shall necessarily be a legal entity having valid GST Registration, Income Tax Registration, incorporation certificate under Companies Act, 1956 or 2013 (in case of a Company so incorporated).
- 2.3.2 Bidders shall have to meet the following pre-qualification criteria:
- (a) Should have the Average Annual Turnover of Rs.16,20,000/- during the preceding three years ending 31<sup>st</sup> March, 2017.
- and
- (b) (i) Should have supplied similar lab equipments against three purchase orders of the worth Rs.21,60,000/- each during the last five years
- or
- (ii) Should have supplied similar lab equipments against two purchase orders worth Rs.27,00,000/- each during the last five years.
- or
- (iii) Should have supplied similar lab equipments against one purchase order worth Rs.43,20,000/- during the last five years.
- 2.3.3 Bidder should not have suffered any financial loss for more than one year during the preceding three years ending 31<sup>st</sup> March, 2017.
- 2.3.4 The bidder having their own office/service centre at Hyderabad / Secunderabad, Bengaluru & Darbhanga would be preferred. However, in case the bidder does not have any office / service centre at these places they must provide warranty to undertake services of the instruments covering the warranty period as per the tender document.
- 2.3.5 Bidder should not have been blacklisted on any score by any Government Department/ Autonomous Body/ Public Sector Undertaking/ Private Sector Organization. Any information in this regard subsequently found to be incorrect after submission of bid or award of contract will entail rejection of the bid or cancellation of contract as the case may be.
- 2.3.6 Only those bidders shall be treated as eligible to participate in the bidding process who, through their letter of submission of bid (Bid Cover Letter), declares as under:
- (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
- (ii) No payment has been made to any agent/ broker or any other intermediary for this bidding;
- (iii) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.
- 2.3.7 In proof of having fulfilled the minimum eligibility criteria mentioned at clauses 2.3.1 to 2.3.6, the scanned copy of the following self attested documents/ information must be uploaded with the technical bid:
- (a) Copy each of PAN and GSTIN.
- (b) Copies of audited Balance Sheet and Profit & Loss Account of the firm for the years 2014-15 to 2016-17;
- (c) Copies of work orders and experience certificates in support of information required at clause 2.3.2 above;
- (d) An affidavit on non-judicial stamp paper for R 50/- declaring that the firm/ company had never been blacklisted by any authority.
- 2.3.8 This Request for Proposal (RFP) is issued with no financial commitment and the MANUU reserves the right to change or vary any part thereof or foreclose the procurement

process at any stage. The MANUU also reserves the right to disqualify any vendor, should it be necessary, at any stage.

## **2.4 Bid Validity Period**

- 2.4.1 Bids shall remain valid and open for acceptance for a period of 90 (ninety days) days from the last date of submission of bids.
- 2.4.2 The University may, without assigning any reason, request for extension of bid validity for another period of 30 (thirty) days without any modification in the bid already submitted.

## **2.5 Submission of Technical Bid**

- 2.5.1 Technical Bid should be submitted online on Government of India's Central Public Procurement (CPP) Portal in the form prescribed at Annexure-II of this tender document.
- 2.5.2 The following documents shall comprise the Technical Bid:
- (a) Technical Bid Submission Letter (Bid Cover Letter) in the form prescribed at Annexure-I inter alia containing the declaration required at clause 2.3.6. The letter should be printed on company's letter head and signed by the authorized signatory.
  - (b) Duly filled-in and signed Annexure-II containing information required in clauses 2.3.1 to 2.3.7.
  - (c) Scanned copy of all the supporting documents as required in clause 2.3.7
  - (d) Scanned copy of Bid Security (EMD) in any of the form mentioned in clause 2.2.1 (original to be submitted either by hand or by post)
  - (e) Tender document signed and stamped on each page.
  - (f) Check List duly filled-in and signed in the form prescribed at Annexure-II.

## **2.6 Submission of Financial Bid**

- 2.6.1 Financial bid should be submitted online (CPP Portal) in the 'Price Schedule' Form prescribed at Annexure-III of this tender indicating rates with applicable taxes and other charges as per the format given.
- 2.6.2 Financial Bid should be signed by the authorized signatory.
- 2.6.3 Bidders must quote in Annexure-III as per terms stipulated in Section 6 keeping in view the requirements in Section 3.

## **2.7 Opening of Technical Bids**

- 2.7.1 The technical & Financial bids received online shall be opened online only by the duly authorized Committee.
- 2.7.2 In case, the date fixed for opening of bids is subsequently declared as holiday by the Government / University, the bids will be opened on next working date with time and venue remaining unaltered.
- 2.7.3 After opening of technical bids, a preliminary scrutiny would be conducted to ensure that EMD of requisite amount and other documents as required in clause 2.5.2 are furnished. The bids found deficient in these requirements shall be declared invalid and such bids will not be considered further for technical evaluation.



- 2.7.4 The bidders whose technical bids are otherwise found valid shall be termed as responsive bidders. The detailed evaluation of technical bids of such responsive bidders will be carried out later.

## **2.8 Technical Bid Evaluation**

- 2.8.1 The technical bids shall be evaluated based on the documents submitted by the bidders in totality as required under clause 2.5.2 above. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the MANUU may, at its discretion, ask any bidder for a clarification on its bid. Any clarification submitted by a bidder that is not in response to a request by the MANUU shall not be considered. The MANUU's request for clarification and the response shall be in writing.
- 2.8.2 If a bidder does not provide clarifications of its bid by the date and time set in the University request for clarification, its bid may be rejected.
- 2.8.3 MANUU also reserves its right to seek confirmation / clarification on the supporting documents submitted by the bidder from the agency(ies) issuing such document(s).
- 2.8.4 MANUU shall intimate the technically qualified bidders through written communication the date, time and venue for opening of financial bids.

## **2.9 Opening of Financial Bids**

- 2.9.1 The financial bids of all the technically qualified bidders shall be opened online e-procurement method (CPP Portal) on the appointed date and time.
- 2.9.2 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.

## **2.10 Financial Bid Evaluation**

- 2.10.1 The evaluation of financial bids shall be made on L-1 rate item wise basis plus applicable GST and other charges as prescribed in Section – 6 i.e. Price Schedule.
- 2.10.2 The bidder whose financial bid is found to be lowest in terms of clause 2.10.1 above shall be declared as successful.
- 2.10.3 In case of two or more firms /companies quoting the same lowest rates, all such firms will be asked to submit fresh financial quotations for all the items on short notice.

## **2.11 Right of Acceptance**

- 2.11.1 Maulana Azad National Urdu University, Hyderabad reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids (including the lowest) at any time prior to award of contract without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders for the University action. The decision of the competent authority of the University in this regard shall be final and binding.
- 2.11.2 In the event of L1 bidder not being capable of supplying of Lab equipment in entirety as per notified specifications within the stipulated time frame as required by the University, the competent authority of the University reserves the right to split the work and award a portion of it to L2 bidder at accepted L1 rate if he agrees to do so. Otherwise the offer will



pass on to L3 bidder and so on. The decision of the University in this regard will be binding on the bidders.

2.11.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Maulana Azad National Urdu University reserves the right to award the contract to the next higher bidder and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

**2.12 Notification of award by issuance of 'Letter of Acceptance'**

2.12.1 After determining the successful evaluated bidder, MANUU shall issue a Letter of Acceptance (LoA) / Letter of Award in duplicate in Form - 4 to the said successful bidder, who will return one copy to MANUU duly acknowledged, *unconditionally* accepted and signed by the authorized signatory, within three (3) days of receipt of the same by him.

2.12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

**SECTION-3**

**SCHEDULE OF REQUIREMENTS**

This Schedule of Requirements contains details of Lab Equipments and supplied by the firms at MANUU and other relevant information and instructions in this regard. University may issue order for any other equipments with the same specifications.

**3.1 General Instructions to the bidders:**

**3.1.1 Specification:** The specifications and allied technical details of Lab Equipments for the Civil Engineering Lab shall be is as follows:

| SI.No | Specification  | Quantity Required |           |            |
|-------|--|-------------------|-----------|------------|
|       |  | Hyderabad         | Bangalore | Darbhangha |
| 1     | <p><b>Total Station - 1 Second Accuracy</b></p> <p>1. Telescope :i. Image - Erect ii. Magnification <math>\geq 30X</math> iii. Field of view <math>\geq 22m</math> @ 1000 m iv. Minimum focus distance <math>\leq 2.0</math> m v. Resolving power <math>\leq 2.5''</math> 2. Angle measurement :i. Tilt compensation method – dual axis ii. Tilt compensation range <math>\geq 3''</math> iii. Angle accuracy <math>\leq 2''</math> horizontal and vertical iv. Displayed resolution (Least count) <math>\leq 1''</math> 3 Distance measurement :i. Range (20 km visibility) <math>\geq 1500</math> m with 1 prism &amp; <math>\geq 3000</math> m with assembly of 3 prisms.II. Accuracy (in static mode) <math>\leq (5\text{ mm}+3\text{ ppm of distance})</math> III. Resolution (Least count) <math>\leq 1\text{ mm}</math> IV. Measurement time <math>\leq 5</math> sv. Prism –Retro reflective type 4. Optical plummet :i. Magnification <math>\geq 2.0</math> x ii. Focusing range <math>\leq 0.5</math> to <math>\geq 2</math> m iii. A small Bull's eye Bubble on alidade. iv. Tow Electronic bubbles <math>30'</math> sensitivity at right angles to each other on display panel. v. One Circular Bubble on Tribrach. 5. Key board and display – Alpha Numeric keyboard on both sides (identical). Display:1/4 VGA (320*240 pixels), graphic LCD, colour, illumination, Touch screen Keyboard: (function keys, alphanumeric keys), Angle display: <math>360^\circ</math> ' " , <math>360^\circ</math> decimal. Readable, under field light conditions. Marking on keys are clear and non-removable. Graph of entire survey displayed on screen of Total Station with Zoom &amp; Pan facility. 6. Pressure &amp; Temperature sensors – In built Temperature &amp; pressure Sensors for measurement and display of instant atmospheric temperature and pressure in SI system of unit. 7. Accessories – Total station should have following original accessories showing company's mark on it in strong carrying case with Data Transfer Cable. Data Transfer Software. Two rechargeable Batteries, One Charger, One CD containing Instruction Manual. Two Single prism with Target Plate and one wooden stand Range, Two pole, Two display, Two Detachable Tribrach, lens cover set, cleaning brush, cover of durable plastic, shock absorbing carrying case with shoulder strap etc in complete. 8. Data storage (with pc-software for data retrieval, presentation and archiving) • Capacity <math>\geq 10000</math> points on board memory or more • SD Card/CF card slot with 256 MB or more • RS232/USB Interface 9. Focusing Mode: Three Focusing Mode viz. b) Auto Focus mode c) Power Focus mode d) Manual Focus mode 10. Physical i. Weight <math>\leq 10</math> kg ii. Temperature range <math>\leq 0</math> to <math>\geq 55^\circ\text{C}</math> fully operational iii. Humidity 0 to <math>\geq 90\%</math> RH iv. Protection splash waterproof and dustproof 11. Power i. Batteries Li-ion rechargeable, no memory effect, during changing of batteries. ii. Capacity <math>\geq 4</math> hours of continuous measuring iii. Battery charger, adaptor and cables iv. Recharge time <math>\leq 2</math> hours v. Power supply 220 VAC <math>\pm 25\%</math>; 47 to 53Hz vi. Operating temperature 0 to <math>55^\circ\text{C}</math> vii. Humidity 0 to <math>\geq 90\%</math> RH 12. Other features i. Tri axis Compensator (in addition to dual axis correction in the (X) and (Y) direction, mechanical error in the instrument is corrected). ii. Range under Normal Conditions:- • Single Prism: 5000 to 7000m or more • Distance Accuracy in Prism Mode: a) Up to 10 meters: + (3mm+2ppmxD)mm b) From 10 meters: + (2mm+2ppmxD)mm • Distance Accuracy in Reflector less Mode: c) Up to 300</p> | 3                 | 2         | 2          |



|   |   |   |   |   |
|---|---|---|---|---|
|   | <p>meters:+(5mm+2ppmXD)mm</p> <p>13.Conditions and requirements</p> <ul style="list-style-type: none"> <li>• The total station shall be of such a design that it functions reliably and accurately under the prevailing environmental and operational conditions.</li> <li>• The total station should be able to work efficiently within the temperature range 0° C to + 55° C</li> <li>• Can measure Distance without Reflector 300 to 500 meter to a 90% reflective object (in good condition).</li> <li>• The total station shall be easy to operate and maintain.</li> <li>• The total station shall have all the latest technology of Absolute Encoders.</li> <li>• The total station shall be supplied with the accessories as needed for effective deployment.</li> <li>• All materials of the total station exterior shall be non-corrosive.</li> <li>• All enclosures, cables and connectors shall be sturdy and water resistant.</li> <li>• The total station shall be a rugged design that can cope with the prevailing shock and vibration as experienced in surveying operations and transport by jeep in rough terrain.</li> <li>• The total station shall have an expected technical lifetime of not less than 10 years.</li> <li>• Operator's and technical manuals, related to the type and model of the total station and the accessories shall be part of the delivery.</li> <li>• Power consumption shall be small, to be derived from batteries integrated and/or External batteries.</li> <li>• The batteries shall be rechargeable and assembled in packages</li> <li>• The connectors and electrical cables associated with the total station shall be reliable and sturdy.</li> <li>• The total station shall have Visible Laser Pointer.</li> <li>• Date &amp; Time is recorded while modifying or creating a file.</li> <li>• On Board pre-loaded graphical software Power Topo Lite or equivalent including Area Perimeter, Volume (Cut/fill) and Licensed copy of Auto Plotter Civil Software should invariably be part of the supply. In built road design function.</li> <li>• The total station shall comprise. a. Theodolite with integrated laser distance meter, tilt compensation, digital controller with keypad and display, supporting data storage. b. Data retrieval and communication unit . c. Tripod for the total station. d. Prism poles with associated tripods for prism assemblies.</li> <li>• The laser output power shall be eye safe.</li> <li>• Operational training shall be part of the delivery.</li> </ul> |   |   |   |
| 2 | <b>Electronic theodolite ET 10 sec Accuracy theodolite</b>  | - | 7 | 1 |

3.1.2 **Warrant:** All the items shall carry a minimum three years OEM Warranty.

3.1.3 **Supply:** The firm should supply the lab equipments at following Polytechnics of MANUU within (30) days from the date of issue of confirmation / Purchase order.

1. Principal, Polytechnic Hyderabad, MANUU, Gachibowli, Hyderabad – 500 032.
2. Principal, MANUU, Polytechnic Bangalore, 8<sup>th</sup> Cross , 1<sup>st</sup> Stage, 3<sup>rd</sup> Block Near, Suverna Badavane, Nagarbhavi, Bengaluru – 560 072.
3. Principal, MANUU, Polytechnic Darbhanga, Ilyas Ashraf Nagar, Chandanpatti, Laheriasari, Darbhanga – 846 001 (Bihar).

3.1.4 The firms should submit authorization certificate specific to this open tender or copy of authorized dealership distributor Certificate without which the tender will be rejected.

#### SECTION 4

## GENERAL CONDITIONS

### 4.1 Confidentiality

- 4.1.1 The bidder shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information related to University. The obligation is not limited to any scope and the contractor shall be held responsible in case of breach of the confidentiality of University information.
- 4.1.2 If the Contractor receives inquiries from any person or outside agencies including Press / Media, the same shall be referred by the Contractor to University immediately on receipt of such queries.

### 4.2 Performance Security

- 4.2.1 The successful bidder within fourteen days of the date of issue of the LoA shall furnish a Performance Security in the form of an Account Payee Demand Draft / Fixed Deposit Receipts from a commercial bank or bank guarantee issued / confirmed from any of the commercial bank in India (in the form prescribed at Annexure-VI) for a sum equal to 10 % of the total cost as mentioned in the *accepted* financial bid in favour of Finance Officer, Maulana Azad National Urdu University, Hyderabad payable at Hyderabad.
- 4.2.2 If the contractor is called upon by the competent authority of the University to furnish Performance Security and the contractor fails to provide the said security within the period and in the form specified at clause 4.2.1 above, such failure shall constitute a breach of the contract and the Client shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- 4.2.3 The Performance Security so furnished should remain valid for a period of 60 (sixty) days / after completion of warranty period and completion of tender obligations.
- 4.2.4 The Bank Guarantee will be forfeited and credited to University account in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-commencement of work after issue of 'Notice to Proceed'.
- 4.2.5 On due performance and completion of the order in all respects, the Performance Security will be returned to the firm / bidder without any interest on presentation of an absolute No Demand Certificate. However, such portion of the said Performance Security, as may be considered by the University sufficient to cover any incorrect or excess payment made on the bills to the firm, shall be retained until the final report on the account of firm's bill has been received and examined.

### 4.3 Signing of contract agreement

- 4.3.1 The Client shall provide a draft Contract Agreement, as prescribed at Annexure-VII, to the successful bidder along with LoA. The bidder shall, along with Performance Security, return the duly concurred and signed Contract Agreement printed on the non-judicial stamp paper of Rs.100/- adjudicated by the Registrar of Stamps of Telangana State within fourteen days of the issue of LoA.
- 4.3.2 The competent authority of the Client shall sign the Contract Agreement and return a copy of the same to the successful bidder.

### 4.4 Validity of contract



4.4.1 The contract shall be valid for a period of one year from the date of its signing by both the parties subject to continuous satisfactory performance by the contractor.

4.4.2 The period of contract may, in the exigencies of work requirement, be extended beyond one year for any period not exceeding further one year with mutual written consent of the contractor on the same terms and conditions as agreed to under this contract.

#### **4.5 Payments**

4.5.1 All payments for supply of Lab Equipments shall be made to the bidder as per the rates quoted by the contractor in the financial bid / price schedule (Annexure-III) and accepted by the University.

4.5.2 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the University.

4.5.3 Payment will be made as per order only on receipt of materials subject to certification by the concerned officials of the University.

4.5.4 University shall make deductions on account of Goods & Services Tax (GST) and Income Tax or any other deductions as made applicable by the laws promulgated by the Government of India or the State Government of Telangana, as the case may be, from any payments made to the bidder, and the amount so deducted shall be deemed to be a payment made to the bidder. The Client shall provide a certificate certifying the deductions so made.

4.5.5 All payments by the University to bidder shall be made by means of NEFT / RTGS in the bank account of the bidder.

4.5.6 Neither payment shall be made in advance nor shall any loan from any bank or financial institution be recommended by the University in favour of the bidder on the basis of the order of award of work.

#### **4.6 Disclaimer**

4.6.1 The relatives / near relatives of employees of the University are prohibited from participation in this bid. The near relatives for this purpose shall be one who is related to the other in the manner as husband, wife father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

#### **4.7 Termination of contract**

4.7.1 The University may, without prejudice to any other remedy, for breach of contract / order, by written notice of default sent to the firm, terminate the contract / order in whole or part at the risk and cost of the defaulting firm:

- (a) If the firm fails to execute the supply of all the materials of desired quality and quantity within the stipulated period(s) as specified in the order or within any extension thereto granted by the University;
- (b) If the supplier fails to perform any other obligation(s) under the contract / order.

#### **4.8 Governing laws and settlement of dispute**



4.8.1 - This contract shall be governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Hyderabad.

4.8.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on both the parties.

## SECTION 5

### SPECIAL CONDITIONS OF CONTRACT

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The Special Conditions of Contract shall supplement the "Instructions to Bidders" and "General Conditions of Contract" as contained in Sections 2 and 4 respectively.

#### **5.1 Indemnification**

- 5.1.1 The contractor shall completely indemnify and keep the University indemnified against all liabilities, losses, damages, penalties, awards, decrees arising out of litigation/ claims/ application initiated against the University.
- 5.1.2 University shall be vested with the sole discretion to determine damages / losses suffered on account of wrongful act or negligence by the bidder and deduct the same from the dues payable from performance security by way of initiating suitable legal action against the contractor at any point of time.

#### **5.2 Penalties**

- 5.2.1 Failure to supply Lab equipment as per Schedule of Requirements including any subsequent addition/ reduction made thereto within the period stipulated in clause 3.2.3 shall entitle the Procuring Entity (MANUU) to charge liquidated damages @ ½ % (half percent) for each week or part thereof of delay on the value of the item covered in the purchase order and delivered late unless extension is obtained in writing from the office on valid ground before expiry of delivery period. The total liquidated damages shall not exceed 10 (ten) per cent of the value of delayed materials.
- 5.2.2 If the deliveries are not ensured forcing the Procuring Entity to buy the materials at the supplier's risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.

#### **5.3 Force Majeure obligations of the supplier**

- 5.3.1 In the event of "Force Majeure", as soon as reasonably practicable but not more than 48 (forty eight) hours following the occurrence of such an event, the printer and supplier shall notify the University of the event of Force Majeure stating inter alia the anticipated period of Force Majeure during which the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected.

Note:- "Force Majeure" shall mean any event beyond the control of the printer and supplier, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.

## SECTION 6

### PRICE SCHEDULE (FINANCIAL BID)

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#### 6.1 Form

6.1.1 The Price Schedule (Financial Bid) shall be submitted in the form prescribed at Annexure-III.

#### 6.2 Other terms

6.2.1 The charges quoted by the bidder / firm in the price schedule shall be per item inclusive of GST, other taxes or cess or any other charges as may be levied by the Central / State Government from time-to-time and service charges for warranty period of the instruments. However, unit price, taxes/ cess and other charges, if any, should be shown separately in the schedule.

6.2.2 In addition to the applicable taxes/ cess, the rates quoted by the bidder shall be inclusive of all the charges.

6.2.3 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the Client during the period of contract including the extended period, if any.

6.2.4 If a Firm / Company quotes NIL rates / charges, the bid shall be treated as unresponsive and will not be considered.

6.2.5 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (Annexure-III). In case of discrepancy/difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.

## SECTION 7

### FORMS

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|               |  |
|---------------|--|
| Annexure-I    | Bid Cover Letter   |
| Annexure-II   | Technical Bid Submission Form                                |
| Annexure-III  | Financial Bid Submission Form                                |
| Annexure-IV   | Letter of Acceptance   |
| Annexure-V    | Form for submission of Bid Security (Through Bank Guarantee) |
| Annexure-VI   | Form for submission of Performance Security                  |
| Annexure-VII  | Contract Form  |
| Annexure-VIII | Check List   |



**ANNEXURE-I**

**BID COVER LETTER**  
**(To be written on the letter head of company)**  
[Ref. clause 2.3.6 & 2.5.2(a)]

To

The Registrar,  
Maulana Azad National Urdu University,  
Gachibowli,  
Hyderabad 500032

Ref: Invitation for bid vide MANUU's Advertisement No..... dated ..... Supply and installation of Total Station & Electronics Thloedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga.

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including corrigendum/ addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for supply of Lab Equipments at Polytechnic Hyderabad / Polytechnic Bangalore / Polytechnic Darbhanga, MANUU.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the bidding documents.
5. Government of India or any State Government or other Public Sector or Private Sector Organizations have not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
7. We also declare that
  - (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
  - (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
  - (iii) The items, as required in the tender document herein, have not been and will not be made available to other entities at prices lower than the bid price;
  - (iv) No payment has been made to any agent/ broker or any other intermediary for this bidding;
  - (v) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.

Yours sincerely,

(Authorized Signatory)  
Full Name and Designation  
Company's Seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.



**ANNEXURE-II****TECHNICAL BID SUBMISSION FORM**  
(Ref. clause 2.5.1)

| 1.  | Name of the company  | M/s.  |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
|---|--|---|-----------------------------|----------------------|----------------------|----------|--------------------|--|--|--|--|--|--|--|
| 2.  | Address of the Company along with Telephone/ Mobile No., e-mail ID, website address etc.   |   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 3.  | Details of EMD   | Rs.2,70,000/- D.D. No. _____<br>dated _____<br>Bank _____                               |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| Exemption of EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc. will be considered as per Govt. of India's rules on submission of documentary proof. |  |   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 4.  | Details of Registration with GST   | Upload Scanned Copy   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 5.  | PAN details  | Upload Scanned Copy   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 6.  | Average Annual Turnover during the preceding three years 2014-15, 2015-16 & 2016-17 (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years, Certificate Certified by CA)  | (In Rs)<br>2014-15<br>2015-16<br>2016-17<br>Upload Scanned Copies                       |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 7.  | Value of Purchase Orders of Lab Equipments carried out during the preceding five years (Ref. Clause 2.3.2 (b) - Attach scanned copy of Purchase Orders)  | (In Rs)<br>2012-13<br>2013-14<br>2014-15<br>2015-16<br>2016-17<br>Upload Scanned Copies |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 8.  | Compliance Report of Each Item   | Upload compliance report of item (s) quoted in detail                                   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
|   | <table border="1"> <thead> <tr> <th>Name of the item</th> <th>Specification as per Tender</th> <th>Specification quoted</th> <th>Brand &amp; Model quoted</th> <th>Warranty</th> <th>Deviation (if any)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Name of the item  | Specification as per Tender | Specification quoted | Brand & Model quoted | Warranty | Deviation (if any) |  |  |  |  |  |  |  |
| Name of the item  | Specification as per Tender  | Specification quoted  | Brand & Model quoted        | Warranty             | Deviation (if any)   |          |                    |  |  |  |  |  |  |  |
|   |  |   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 9.  | Has the Company ever been declared ineligible or blacklisted by any authority?   | Upload Scanned Copy   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 10.   | Letter from OEM specific to this tender  | Upload Scanned Copy   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |
| 11.   | Any other relevant information   | Upload Scanned Copy   |                             |                      |                      |          |                    |  |  |  |  |  |  |  |

**DECLARATION**

I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.

(Authorized Signatory)  
Full Name and Designation  
Official Seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.

**ANNEXURE-III**

**FINANCIAL BID SUBMISSION FORM**  
 (Ref Clauses 2.6.1 & 2.6.2)  
 (To be filled Online only as per the CPPP format)

| Name of the Bidder/<br>Bidding Firm<br>/ Company :   |   |          |        |  |  |  |   |                       |
|--|---|----------|--------|--|--|--|---|-----------------------|
| <b>PRICE SCHEDULE</b><br>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)<br>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only ) |   |          |        |  |  |  |   |                       |
| NUMBER #   | TEXT #  | NUMBER # | TEXT # | NUMBER #   | NUMBER   | NUMBER #   | NUMBER #  | TEXT #                |
| Sl. No.  | Item Description  | Quantity | Units  | BASIC RATE In Figures To be entered by the Bidder in Rs. P | GST Amount on Item Qty x Basic Rate in INR \ Rs. P | TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P | TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P | TOTAL AMOUNT In Words |
| 1  | 2   | 4        | 5      | 7  | 9  | 13   | 14  | 15                    |
| 1  | <b>Supply of total station &amp; electronics Theodolite</b>   |          |        |  |  |  |   |                       |
| 1.1  | Total Station - 1 Second Accuracy<br>1. Telescope :i. Image - Erect ii. Magnification ≥30X iii. Field of view ≥22m @ 1000 m iv. Minimum focus distance ≤2.0 m v. Resolving power ≤2.5"<br>2. Angle measurement :i. Tilt compensation method – dual axis ii. Tilt compensation range ≥3" iii. Angle accuracy ≤2" horizontal and vertical iv. Displayed resolution (Least count) ≤1"<br>3 Distance measurement :i. Range (20 km visibility) ≥1500 m with 1 prism & ≥3000 m with assembly of 3 prisms.II. Accuracy (in static mode) ≤(5 mm+3 ppm of distance) III. Resolution (Least count) ≤1 mm IV. Measurement time ≤5 sv. Prism –Retro reflective type<br>4. Optical plummet :i. Magnification ≥2.0 x ii. Focusing range ≤0.5 to ≥2 m iii. A small Bull's eye Bubble on alidade. iv. Tow Electronic bubbles 30' sensitivity at right angles to each other on display panel. v. One Circular Bubble | 7        |        |  |  | 0.00   | 0.00  | INR Zero Only         |

|  |   |  |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|--|
|  | <p>on Tribrach. 5. Key board and display – Alpha Numeric keyboard on both sides (identical). Display:1/4 VGA (320*240 pixels), graphic LCD, colour, illumination, Touch screen Keyboard: (function keys, alphanumeric keys), Angle display: 360° ‘ “, 360° decimal. Readable under field light conditions. Marking on keys are clear and non-removable. Graph of entire survey displayed on screen of Total Station with Zoom &amp; Pan facility. 6. Pressure &amp; Temperature sensors – In built Temperature &amp; pressure Sensors for measurement and display of instant atmospheric temperature and pressure in SI system of unit. 7. Accessories – Total station should have following original accessories showing company’s mark on it in strong carrying case with Data Transfer Cable. Data Transfer Software. Two rechargeable Batteries, One Charger, One CD containing Instruction Manual. Two Single prism with Target Plate and one wooden stand Range, Two pole, Two display, Two Detachable Tribrach, lens cover set, cleaning brush, cover of durable plastic, shock absorbing carrying case with shoulder strap etc in complete.</p> <p>8. Data storage (with pc-software for data retrieval, presentation and archiving) • Capacity ≥10000 points on board memory or more • SD Card/CF card slot with 256 MB or more • RS232/USB Interface 9. Focusing Mode: Three Focusing Mode viz. b) Auto Focus mode c) Power Focus mode d) Manual Focus mode 10. Physical i.</p> |  |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|--|



|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  | <p>Weight <math>\leq 10</math> kg ii. Temperature range <math>\leq 0</math> to <math>\geq 55</math> ° C fully operational iii. Humidity 0 to <math>\geq 90\%</math> RH iv. Protection splash</p>   |  |  |  |  |  |  |  |
|  | <p>waterproof and dustproof 11. Power i. Batteries Li-ion rechargeable, no memory effect, during changing of batteries. ii. Capacity <math>\geq 4</math> hours of continuous measuring iii. Battery charger, adaptor and cables iv. Recharge time <math>\leq 2</math> hours v. Power supply 220 VAC <math>\pm 25\%</math>; 47 to 53Hz vi. Operating temperature 0 to 55 ° C vii. Humidity 0 to <math>\geq 90\%</math> RH 12. Other features i. Tri axis Compensator (in addition to dual axis correction in the (X) and (Y) direction, mechanical error in the instrument is corrected). ii. Range under Normal Conditions:-</p> <ul style="list-style-type: none"> <li>• Single Prism: 5000 to 7000m or more</li> <li>• Distance Accuracy in Prism Mode: a) Up to 10 meters: + (3mm+2ppmxD)mm b) From 10 meters: + (2mm+2ppmxD)mm</li> <li>• Distance Accuracy in Reflector less Mode: c) Up to 300 meters: +(5mm+2ppmX D)mm</li> </ul> <p>Conditions and requirements</p> <ul style="list-style-type: none"> <li>• The total station shall be of such a design that it functions reliably and accurately under the prevailing environmental and operational conditions.</li> <li>• The total station should be able to work efficiently within the temperature range 0° C to + 55° C</li> <li>• Can measure Distance without Reflector 300 to 500 meter to a 90% reflective object (in good condition).</li> <li>• The total station shall be easy to operate and maintain.</li> </ul> |  |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>• The total station shall have all the latest technology of Absolute Encoders.</li> </ul>  |  |  |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• The total station shall be supplied with the accessories as needed for effective deployment.</li> <li>• All materials of the total station exterior shall be non-corrosive.</li> <li>• All enclosures, cables and connectors shall be sturdy and water resistant.</li> <li>• The total station shall be a rugged design that can cope with the prevailing shock and vibration as experienced in surveying operations and transport by jeep in rough terrain.</li> <li>• The total station shall have an expected technical lifetime of not less than 10 years.</li> <li>• Operator's and technical manuals, related to the type and model of the total station and the accessories shall be part of the delivery.</li> <li>• Power consumption shall be small, to be derived from batteries integrated and/or External batteries.</li> <li>• The batteries shall be rechargeable and assembled in packages</li> <li>• The connectors and electrical cables associated with the total station shall be reliable and sturdy.</li> <li>• The total station shall have Visible Laser Pointer.</li> <li>• Date &amp; Time is recorded while modifying or creating a file.</li> <li>• On Board pre-loaded graphical software Power Topo Lite or equivalent including Area Perimeter, Volume (Cut/fill) and Licensed copy of Auto Plotter Civil Software should invariably be part of the supply. In built road design function.</li> </ul> |  |  |  |  |  |  |  |



|                             |  |   |  |  |  |      |      |               |
|-----------------------------|--|---|--|--|--|------|------|---------------|
|                             | <ul style="list-style-type: none"> <li>The total station shall comprise. a. Theodolite with integrated laser distance meter, tilt compensation, digital controller with keypad and display, supporting data storage. b. Data retrieval and communication unit . c. Tripod for the total station. d. Prism poles with associated tripods for prism assemblies.</li> <li>The laser output power shall be eye safe.</li> <li>Operational training shall be part of the delivery.</li> </ul> |   |  |  |  |      |      |               |
| 1.2                         | <b>Electronic theodolite</b><br>ET 10 sec Accuracy theodolite  | 8 |  |  |  | 0.00 | 0.00 | INR Zero Only |
| <b>Total in Figures</b>     |  |   |  |  |  | 0.00 | 0.00 | INR Zero Only |
| <b>Quoted Rate in Words</b> |  |   |  |  |  |      |      |               |

**ANNEXURE-IV**

**LETTER OF ACCEPTANCE**

or

**LETTER OF AWARD**

(Ref. clause 2.12.1 & 2.12.2)

**Confidential**

Tender No. MANUU/Purchase/F.179/2017-18/

Dated:

**Contract Title: Supply and installation of Total Station & Electronics Thoedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga..**

To

M/s .....

.....

.....

**Subject:- Award for tender No. MANUU/Purchase/F.188/2017-18/... Supply of Lab Equipments at Polytechnic Hyderabad / Bangalore / Darbhanga, MANUU, Hyderabad."**

**Ref. Your offer No.....dated.....against our tender No. MANUU/ Purchase/F.188/2017-18/..... opened on.....**

Dear Sir/ Madam,

I am directed to inform you that after evaluating the bid documents submitted by you on .....(date), Maulana Azad National Urdu University, Hyderabad is pleased to inform you that you have been selected as the successful bidder for **"Supply and installation of Total Station & Electronics Thoedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga"** The total cost shall be .....(amount) as indicated in your financial bid submitted on.....(date), in accordance with the procedures intimated in the relevant bid documents.

2. You / your authorized representative(s) are requested to be personally present at Office of the Registrar, Maulana Azad National Urdu University, Hyderabad for signing of the contract by.....(date).
3. In this respect, we also request you to submit the performance security of Rupees .....by.....(date). Security deposit being 10 % of the total cost of Rs.....
4. Please apply for refund of EMD deposited along with the bid.
5. You are requested to execute necessary agreement within seven days from the date of issue of this letter in the enclosed agreement form.
6. This notification concludes the legally binding contract between you and the Maulana Azad National Urdu University, Hyderabad till issue of a formal contract.

Yours truly,

Encl. Agreement Form along with the Schedule of Requirements

Registrar

**ANNEXURE-V**

**BID SECURITY SUBMISSION FORM  
(THROUGH BANK GUARANTEE)  
(Ref. clause 2.5.1)**

No.....

Date.....

To

The Registrar (hereinafter called "The Client")  
Maulana Azad National Urdu University,  
Gachibowli  
Hyderabad 500032

Whereas M/s.....(hereinafter called "the tenderer") has submitted its bid dated.....for "Supply and installation of Total Station & Electronics Thoedalite for Civil Engineering Lab Equipments for MANUU, Polytechnic Hyderabad, Bangalore & Darbhanga. against owner's Tender No. MANUU/Purchase/ F.179/2017-18/..... dated.....

KNOW ALL MEN by these presents that WE .....having our registered office at ..... (hereinafter called 'the Bank') are bound unto the Client in the sum of Rs. ....( Rupees ..... only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these present. Sealed with the Common Seal of the Bank this .....day of .....2018.

**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 Client during the period of its validity:
  - (a) fails or refuses to accept /execute the contract,
  - (b) fails or refuses to furnish the Performance Security for the due performance of the contract,

We undertake to pay the Client up to the above amount upon receipt of its first written demand, without the Client having to substantiate its demand, provided that in its demand the Client will note that the amount claimed by it is due to it owing to the occurrence of any one or both of the 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 & Designation of the office  
Seal, Name & Address of the Bank and Branch  
Tel No./ Fax No. of Branch



**ANNEXURE-VI****PERFORMANCE SECURITY SUBMISSION FORM  
(THROUGH BANK GUARANTEE)**

(To be executed on non-judicial stamped paper of an appropriate value)  
(Ref. clause 4.2.1)

Date : .....

Bank Guarantee No : .....

Amount of Guarantee : .....

Guarantee Period : From ..... to .....

Guarantee Expiry Date : .....

Last date of Lodgement : .....

**WHEREAS** Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032 (hereinafter referred to as "**The Owner**" which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on *[insert date of acceptance of the letter of acceptance(LOA)]* with *[insert name of the Successful Bidder]* .....(hereinafter referred to as the "**Contractor**" which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and supply of Civil Lab Equipments shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number *[insert reference number of the Tender Documents]* dated *[insert date of issue of Tender Documents]*.....and various other documents forming part thereof.

**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a commercial bank in India having a branch at Hyderabad for a sum of R...../- (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

**AND WHEREAS** the Contractor has approached *[insert the name of the commercial bank]* (here in after referred to as the "**Bank**") having its registered office at *[insert the address]*.....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.



- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding Rs...../-[Rupees..... only].
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Hyderabad for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfills its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:

Bank  
(Corporate Seal of the Bank)  
*Signature of the person duly authorized  
to sign on behalf of the Bank*

**ANNEXURE-VII**

**CHECK LIST**  
(Ref. clause 2.5.2)

| Sl. No.              | Particulars   | Strike out ( / ) which is not applicable |
|----------------------|---|--|
| <b>TECHNICAL BID</b> |   |  |
| 1.                   | Have you signed prescribed 'Bid Cover Letter' on the letter head of the Company ?   | Yes / No                                 |
| 2.                   | Have you signed and put seal of the Company on each page of the tender document and attached the same with your bid?  | Yes / No                                 |
| 3.                   | Have you filled in all the columns of Annexure-II of the tender document with all the relevant information?   | Yes / No                                 |
| 4.                   | Have you attached self attested copies of all the documents required under clause 2.3.2 of Section 2 of the tender document in support of meeting minimum eligibility criteria? | Yes / No                                 |
| 5.                   | Have you enclosed Bid Security (EMD) along with the Technical Bid?  | Yes / No                                 |
| 6.                   | Have you attached proof of authorization to sign on behalf of the bidder in the Technical Bid?  | Yes / No                                 |
| <b>FINANCIAL BID</b> |   |  |
| 7.                   | Is your financial bid proposal duly filled in the form prescribed at Annexure-III of the tender document and signed with the Company's seal ?                                   | Yes / No                                 |
| 8.                   | Have you Ensured that columns of price schedule (Annexure-III) have been filled as indicated below?   | Yes / No                                 |

Signature of authorized signatory  
Full Name & Designation  
Company's seal

**Instructions for filling up BOQ (Online Only)**

| Name of the Bidder/ Bidding Firm / Company :   |                  |          |        |   |   |   |  |                       |
|--|------------------|----------|--------|---|---|---|--|-----------------------|
| <b>PRICE SCHEDULE</b><br>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)<br>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only ) |                  |          |        |   |   |   |  |                       |
| NUMBER #   | TEXT #           | NUMBER # | TEXT # | NUMBER #  | NUMBER  | NUMBER #  | NUMBER #   | TEXT #                |
| Sl. No.  | Item Description | Quantity | Units  | BASIC RATE In Figures To be entered by the Bidder In<br>Rs. P | GST Amount on Item Qty x Basic Rate in INR<br>Rs. P | TOTAL AMOUNT Without Taxes<br>col (13) = (4) x (7) in Rs. P | TOTAL AMOUNT With Taxes<br>col (14) = sum (8) to (13) in Rs. P | TOTAL AMOUNT In Words |
| 1  | 2                | 4        | 5      | 7   | 9   | 13  | 14   | 15                    |

Name of the firm

Unit Price (in Rupees) without GST

Total GST amount (in Rupees) i.e. Qty. x unit price x GST%