



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

E-TENDER FOR PURCHASE OF WHITEBOARD AT MAHARAJA AGRASEN COLLEGE, VASUNDHARA ENCLAVE, DELHI-110096

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MAHARAJA AGRASEN COLLEGE

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VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2019-20/ADMN/WHITEBOARD/04

Maharaja Agrasen College Vasundhara Enclave Delhi-110096

SECTION – 1

NOTICE INVITING E-TENDER



MAHARAJA AGRASEN COLLEGE

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No. MAC/2019-20/ADMN/WHITEBOARD/04

Dated: - 04.02.2020

NOTICE INVITING E-TENDER (SINGLE TENDER ENQUIRY)

E-TENDER FOR PURCHASE OF WHITEBOARD FOR CLASSROOMS AT MAHARAJA AGRASEN COLLEGE, VASUNDHARA ENCLAVE, DELHI-110096

Maharaja Agrasen College invites online bids for purchase of Whiteboards for Classrooms at Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096 from well established firms/agencies as per details given in the tender documents.

Tender No. MAC/2019-20/ADMN/WHITEBOARD

Important Dates

Date of Publishing	-	04.02.2020
Bid Document Download Start Date	-	04.02.2020
Bid Submission Start Date (online)	-	04.02.2020
Bid Submission End Date (online)	-	15.02.2020
Date of Bid Opening (online)	-	17.02.2020

- Manual bids shall not be accepted. The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
- The Competent Authority reserves the right to reject any or all the bids without assigning any reason thereof. The decision of the Competent Authority of the College shall be final and binding.

Principal (Actg.)



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SECTION – 2

(TERMS & CONDITIONS)



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TERMS & CONDITIONS

1. The firm/vendor should upload the price for the items as per format annexed as **Annexure-I**. The specifications of the product is given on the said annexure itself.
2. The delivery and installation of WHITEBOARDS shall be made at Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096
3. The college is not bound to purchase all the items from the tenderer for which rates have been quoted. The rates will be accepted on the basis of competitive bidding and quality of materials.
4. College may, at its discretion, relax any minor non-conformity or any minor infirmity in an offer.
5. The right to accept the quotations will rest with College, who reserves the right to reject any or all the quotations without assigning any reason thereof.
6. Conditional tenders shall not be accepted. Any tender containing addition/alteration in the above terms and conditions and given format shall not be accepted.
7. Cost of the WHITEBOARDS should be in INR along with taxes applicable, if any.
8. Vendor must clearly specify the make and model of the quoted items in the given format only.



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9. After completion of the tender process, the college will place the order. The successful vendor shall comply with the order within the stipulated period for delivery. The quantities may be increased or decreased as per the requirement at the time of placing order.
10. The firm/vendor should have experience in dealing with Govt. Departments/University/PSU/Private organizations etc (copy of the supply order to be uploaded).
11. The vendor/firm is required to sign and stamp all the documents uploaded in CPPP Portal.
12. Payment will be made to the vendor after completion of the delivery and installation of Whiteboards at the college. Any condition relating to advance payment of the ordered material will not be entertained.
13. The committee shall inspect the quality and specifications of the product before installation. If the same is found unsatisfactory for reasons reserved, the same shall be returned and order shall be deemed cancelled.



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ANNEXURE-1

QUOTATION FOR WHITEBOARDS

S.No.	Whiteboard Size (W x H)	Qty	Specifications	Rate (in Rs.)	Amount (in Rs.) (including GST, Cartage, installation)
1	10 x 4	02	1. Magnetic 2. Mat Finish 3. Without Joint		
2	6 x 4	11			
3	4 x 3	09			
Total Amount (including GST, Cartage, installation)					

Signature & Seal of Firm/Vendor



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SECTION – 3

(FORMS)



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CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDERS

1. NAME OF THE COMPANY -
2. Whether Proprietary Firm/Partnership Firm, Partnership with limited liability/Private Ltd/Ltd. Company/Corp -
(Copy to be uploaded on CPP Portal)
3. NAME AND DESIGNATION
OF AUTHORISED REPRESENTATIVE -
4. COMMUNICATION ADDRESS -
5. TELEPHONE AND MOBILE NO. -
6. FAX NO. -
7. E-MAIL ID -
8. GST NUMBER (Copy to be uploaded on CPP Portal) -
9. PAN NO. (Copy to be uploaded on CPP Portal) -

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVES

1. NAME OF THE CONTACT PERSON -
2. DESIGNATION -
3. COMMUNICATION ADDRESS -
4. TELEPHONE NO. -
5. MOBILE NO. -
6. E-MAIL ID -



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SECTION – 4

(INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION)



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Instruction to bidders for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal

(URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.



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3. The bidder should make a note of the unique Tender 10 assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document I schedule and generally, they can be in PDF I XLS I RAR I DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or „"Other Important Documents"" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DDI any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.



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- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PK encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to a symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.