

**GURU JAMBHEHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY  
HISAR-125001, HARYANA**

**“PURCHASE GUIDELINES-2020”**

**1. Scope:**

These guidelines may be called the “Guru Jambheshwar University of Science & Technology, Hisar Purchase Guidelines” hereinafter called as “Purchase Guidelines-2019”.

**2. Objective:**

The objective of these guidelines is qualitative procurement of goods, equipments etc. in an economical, efficient, fairness and transparent manner.

**3. Purchase Branch:**

The Purchase Branch of the University will deal with all kinds of purchases and other related/allied issues as assigned to it by the Vice-Chancellor from time to time. The Purchase Branch will endeavor to achieve the above objective.

**4. Purchase Committees**

There will be following standing purchase committees:-

- 1.) High Power Standing Purchase Committee (HPSPC)
- 2.) Standing Purchase Committee-I (SPC-I)
- 3.) Standing Purchase Committee-II (SPC-II)

**5. Composition of purchase Committees:**

**(i) High Power Standing Purchase Committee**

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|--|------------------|
| 1. Registrar/Dean of Faculty/Professor to be nominated -<br>by the Vice Chancellor for a period of two years                                   | Chairperson      |
| 2. Two Professors, Two Associate Professors and One<br>Assistant Professor to be nominated by the Vice<br>Chancellor for a period of two years | Members          |
| 3. Branch Officer, Account Branch  | Member           |
| 4. Director, Dr. APJ Abdul Kalam Central Instrument Laboratory   | Member           |
| 5. Finance Officer   | Member           |
| 6. Branch Officer, Purchase Branch   | Member Secretary |

- Indenter shall be invited to present his/her case before the committee.
- Six members shall form the quorum. (Chairperson and Member Secretary have to be present)

**(ii) Standing Purchase Committee-I**

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|--|------------------|
| 1. Registrar/Dean of Faculty/Professor to be nominated by the Vice Chancellor for a period of two years                                  | Chairperson      |
| 2. Two Professors, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor for a period of two years. | Members          |
| 3. Branch Officer, Accounts Branch   | Member.          |
| 4. Branch Officer, Purchase Branch   | Member Secretary |

- Indenter shall be invited to present his/her case before the committee.
- Four members shall form the quorum (Chairperson and Member Secretary have to be present).

There will be two separate Standing Purchase Committee-II, one for University Teaching Departments (UTDs) & CIL; and the other for Offices/Branches of the University. The composition of these committees for the UTDs and for the other offices will be as under:

**(iii A) Standing Purchase Committee-II (for UTDs & CIL)**

1. Director, HSB/Chairperson of the Department Concerned/Director, CIL
2. Two Professors/Associate Professors and one Assistant Professor from the Department Concerned on rotation basis.
3. Nominee of the Dean Academic Affair (for purchase above Rs. 50,000/-) to be nominated on yearly basis.

**(iii B) Standing Purchase Committee-II (other than UTDs)**

1. Dean/Director/Chief Warden/Librarian/COE/SE/Coordinator, law officer/NSS Coordinator/Branch Officer/PRO/PIO/MO/DYW/Warden etc. (Indenting Department/Office)
  2. Branch Officer (Accounts) or his/her nominee not below the rank or Supdt./Dy. Supdt.
  3. Branch Officer (Purchase) or his/her nominee not below the rank of Supdt./Dy. Supdt.
  4. Nominee of the Registrar (for purchase above Rs.50,000/-)
- Four members shall form the quorum. The purchase falling under the purview of the committee will be processed at the level of Indenting Department/Offices after obtaining administrative approval of the competent authority.

**Note-1.** In case of requirements of special nature, an expert from the field concerned will be associated by the Chairperson/Branch Officer, as a special invitee.

**Note-2.** The Principal Coordinator/Investigator, Coordinator of the Project concerned, will be included in the committee as a member, if the purchase is to be considered/effected out of the funds of the research project/project.

**Note-3.** The proceedings of the committee need to be approved by the Head of the Department/Branch Officer concerned within the limit of his/her financial powers. However, the proceeding of the SPC-II shall be approved by the Registrar if the purchase is in between Rs. 25,001 to Rs. 2,00,000/- and is recommended by the Staff Council with the Indent form.

**Note-4.** The proceedings of the committee for purchase of items beyond Rs. 2,00,000/- need be approved Vice-Chancellor.

In addition to the above committees, the Vice-Chancellor may also appoint Ad hoc/Special Committee(s) as and when considered most necessary or in emergency, consisting of one or more persons for effecting the purchase of articles from local market/other stations for purchase upto Rs.5,00,000/-.

#### 6. **Jurisdiction of the Committees:**

<b>S. No.</b>	<b>Committees</b>	<b>Jurisdiction</b>
1.	High Power Standing Purchase Committee	Above Rs. 15 Lacs
2.	Standing Purchase Committee –I	From Rs. 2,00,001 to Rs. 15 Lacs
3.	Standing Purchase Committee-II	From Rs. 25,001 to Rs. 2,00,000

#### 7 **Functions of Committees:**

The Purchase Committees concerned will examine purchase proposal received after administrative approval of competent authority and scrutinize the requirements presented to it, make suitable recommendations regarding purchase, invitation of quotations and tender floating etc. In case of any variation, the case will be sent to the Vice Chancellor. The proceedings of the committee are subject to approval by the competent authority.

In case, the purchase is recommended by the Sub-Committee in favour of the vendor/bidder other than one who has quoted the lowest rates, cogent reasons for recommending the purchase on higher rates should be recorded clearly. Such recommendations will be considered by the respective Purchase Committee.

The recommendations of the Standing Purchase committee-II will be approved by the Registrar and that the recommendations of the Standing Purchase Committee-I and High power Standing Purchase Committee will be approved by the Vice Chancellor.

**Note:** The meeting of Purchase Committees will be convened at least once in a month.

**8. Nominee(s)/Sub-Committee(s)**

The High Power Standing Purchase Committee and Standing Purchase Committee-I may constitute Sub-Committee for specific purposes.

**9 Purchase Procedure/Inspection/Mode of Procurement etc.:**

**9 (i) Submission of purchase proposal**

The indenting department should work out the requirement of non-perishable items on quarterly basis and intimate the same along with the following information to the purchase branch on the prescribed format with 08 copies of the proposal in case of High Power Standing Purchase Committee and Standing Purchase Committee-I (Annexure-A):

1. Name of the item along with complete specifications without any ambiguity.
2. Make of the item to be purchased (at least two).
3. Quantity required
4. Budget Head of the Department/Office where from expenditure is to be met out.
5. Available balance in the respective budget head after excluding the actual expenditure incurred and committed liability.
6. Justification for the purchase of the item.
7. Complete address of the firms/suppliers dealing in the said items along with GST No., e-mail Id and telephone Nos. available with department.
8. Actual /estimated cost of the item to be purchased including all taxes/freight/excise duty etc.
9. Stock Position.
10. Whether the item already in stock are being utilized fully.

**9 (ii) Scrutiny of Purchase Proposal:**

The proposal for various items beyond Rs.2,00,000/- containing the above details will be submitted for administrative approval in the prescribed proforma along with other required documents including Staff Council resolution except sponsored projects/schemes as per the purchase procedure and guidelines by the indenter to the competent authority through Purchase Branch.

**9 (iii) Proposal to place before the respective Purchase Committee:**

The approved purchase proposal will be placed before the respective Purchase Committee by the Purchase Branch. The respective Purchase Committee will examine the proposal vis-à-vis the requirement, the stock position, budget position and the justification given by the department/office and will decide the genuineness and mode of purchase and for according administrative approval for the purchase of item. The recommendations of the Purchase Committee concerned will be sent to the department concerned by the Purchase Branch after approval by the competent authority.

The format for sending demand, inviting quotation/e-tender, placing supply order and comparative statement are annexed as Annexures "B", "C", "D" and "E". The lists of centralized store articles (Category A & B) are.

### **Centralized Store Articles**

Store Articles in the following categories (Category A & Category B) shall be considered as Centralized items:-

**Category A:** Items for which Rate Contracts need to be concluded.

Photography, Videography, Mike & Sound System, Canning of Chairs, Auction of Raddi, Washing of Clothes, printing of forms and binding of registers, Bus hiring charges, Chemicals, Glasswares, plasticwares, small equipments, etc.

**Category B:** Items for bulk purchase.

All stationery items including papers, cartridges and all scientific items (consumables), soaps, detergents disinfectants & other cleaning material, calculators, locks, general plastic wares etc. so as to make their periodical bulk purchase. These would be stored at one place for further issue to the needy department(s) by the Purchase Branch.

**Note:-**

- (i) Generally on specific demand received from the departments, list of such items shall be approved by the SPC-I/HPSPC. The power as to the addition /deletion in the list of centralized items would however, rest with SPC-I/HPSPC.
- (ii) The Purchase Branch shall circulate the list of all the centralized items, to all the departments/offices of this university.
- (iii) No department shall affect the purchase of above mentioned items, without obtaining non-availability certificate (NAC) from Purchase Branch.

**9 (iv) Tender document:**

The cost of e-Tender document will be Rs. 1,000/-.

**9 (v) Approval of Rate Contract:**

The Purchase Branch will forward the proposal of Rate Contracts for photography, videography, mike & sound system, canning of chairs, auction of raddi, washing of clothes, printing of forms and binding of registers, stationery items and cartridges, bus hiring charges etc., to the Standing Purchase Committee-II after administrative approval of competent authority. The Standing Purchase Committee-II will decide the Rate Contracts for one year or for the period it deems appropriate. All the Rate Contract(s) shall be circulated in the university after verification by the Audit and approved by the Competent Authority.

There will be separate Rate Contract for purchase of chemicals, glasswares, plasticwares, filter papers, small equipments, etc. to be effected by the Rate Contract Committee constituted under the purview of Dean, Faculty of Physical Science and Technology after administrative approval of competent authority. The Rate Contract Committee will decide the Rate Contracts for one year or for the period it deems appropriate. All the Rate Contract(s) shall be circulated in the university after verification by the Audit and approved by the Competent Authority.

Further, the Purchase Branch/Rate Contract Committee shall ensure that all the Rate Contracts are in position before the last date of the existing Rate Contracts.

**9 (vi) Maintenance of University Vehicles:**

The repair and maintenance of vehicle will be carried out by the General Branch through a committee consisting of Branch Officers of General Branch and Account Branch and SDE (to be nominated by the Registrar for a period of one year) and Transport Supervisor. The purchases of spare parts of vehicles shall be made from manufactures/authorized dealers on prevailing price list duly authenticated by the aforesaid committee subject to firm's recording all the usual certificates.

**10. Purchase Order:**

The Purchase Order shall be placed in writing strictly as per terms and conditions of the quotation/e-tenders chargeable from the budget head of different Departments/Branch. The purchase order will be placed by the Department/Branch concerned mentioning therein name of the item(s), brief specifications, rate per item, quantity of the items, taxes etc. along with main terms and conditions, etc. The Department/Branch concerned will arrange the payment/advance payment if required. All Purchase Order should be F.O.R. Guru Jambheshwar University of Science & Technology, Hisar. A copy of the Purchase Order should be endorsed invariably to the concerned storekeeper also. The time limit within which supplies are needed should be spelt out in the purchase order along with the provision of penalty with due approval of the competent authority, who may waive of the penalty if the reason for delayed supply were genuine or beyond the control of the firm concerned. In no case, the purchase order be split up to avoid the necessity of obtaining sanction of the competent authority. As far as possible, all the articles of store be purchased through DGS&D/DS&D rate contact/rates, GeM, other government agencies of Haryana Government/Central Govt. by strictly observing the canons of financial propriety.

The Purchase Committee/Sub-committee will ensure that the purchase shall be made from any firm/supplier possessing GST number as per Govt. rules. The University GST number – 06AABAG8052C2Z2 and Supplier GST number be mentioned on the purchase invoice/bill. The purchase invoice/bill should be prepared as per Sec 31 of CGST Act and it should have date, place of supply, vehicle number, HSN Code/SAC. The Purchase Committee/Sub-committee should disclose to the supplier about the provision of sec 51 of CGST i.e. TDS@ 2% under GST Act if purchase made over Rs. 2.5 lacs. However, wherever exemption from GST/custom duty is applicable, the university will provide the exemption certificate along with supply/purchase order itself.

The Purchase Committee/Sub-committee will ensure about the applicability of TDS provision on foreign payment and applicability of Chartered Accountant Certification regarding such payments (Form 15CA and 15CB).

## 11. Inspection:

The Inspection Committee will be different from the Purchase Committee. It will consist of one member from amongst the Purchase Committee and two members other than the Purchase Committee (from the departments within the same Faculty in case of teaching departments). The Inspection Committee will be constituted by the Standing Purchase Committee concerned on case-to-case basis at the time of considering the purchase cases. On receipt of the delivery of consignment, the department concerned will notify it to the Inspection Committee for inspection of the material at a given date and time. The inspection be got carried out within ten working days of the receipt of the consignment. The consignment be opened in the presence of the Inspection Committee and the representative of the supplier, if he wants to be present. In case at the time of the opening of the consignment and deficiency in quantity or any damage to the goods is noticed, it shall be immediately notified to the supplier for necessary action.

If there is a deficiency in quantity of the item, the firm may be informed that the partial delivery is being accepted subject to completion of the order and final payment will be released only after executing 100% delivery/installation etc. The Inspection Committee concerned will record in the inspection report to the effect that, **‘The goods have been received in good condition and as per specifications according to which the purchase order was placed and are well functional’**.

## 12. Mode of Procurement:

(i) Upto Rs.5,000/- without quotation

(ii) Rs.5,001/-to Rs.5,00,000/- on quotation basis or through GEM (no EMD will be required for purchases against quotations)

**NOTE:** Quotations upto Rs.2,00,000/- will be collected by hand through a committee or invited through registered/speed post by the Chairperson of the Department/Branch Officer concerned. Quotations from Rs.2,00,001/-to Rs. 5,00,000/- will be invited through registered/speed post on recommendation of SPC-I.

(iii) Above Rs.5,00,000/- through e-Tender

**NOTE:** e-Tenders shall be invited through newspapers by giving wide publicity in at least two newspapers (English and Hindi). A copy of the tender notice shall also be loaded on the University Website. e-Tender account is with the University Works Department. In case of emergency, the condition of inviting e-Tenders may be relaxed by the Vice Chancellor for which cogent reasons will have to be stated in writing.

(iv) Any amount - In case of rate contracts of the State / Central Govt./ DGS&D, GeM, etc. as per approval of the Vice Chancellor.

- (v) Direct Purchase in case of proprietary items (against single quotation) as per approval of the Vice Chancellor.

The proprietary items be directly purchased against single quotation/e-tender and is available from the manufacturer and not from any other source. A “Proprietary Certificate” and a certificate that “the firm markets the item directly” shall be obtained from the manufacturer. If the item to be purchased is available from the sole distributor across the country, a certificate to that extent shall be obtained from the manufacturer.

The proprietary items be directly imported sparingly only when indigenous products/items of suitable quality are not available after necessary approval of Vice-Chancellor. In case the manufacturer insists upon routing supplies through their authorized Stockiest/Dealers etc; the same be accepted provided the rates, terms & conditions are not inferior to those being offered to other Govt./Semi Govt. Departments/Institutions etc.

However, in special cases Vice-Chancellor may allow purchase of items/repairs/AMC/CMC on single quotation/quality basis.

- (vi) As a matter of general rule, there should be minimum three quotations/e-tenders. However, the HSPC/SPC-I will be competent to approve the purchase even on the basis of a single quotation/e-tender, if there is a single quotation/e-tender received after floatation in the newspapers at least twice or the circumstances so warrant for making deviation in the event of emergency.
- (vii) If any purchase is intended to be made on DGS&D rate contract/rates or from a Govt. Department/Public Sector Undertaking/GeM, there shall be no need to refer such cases to any committee and the purchase/supply order may be placed after seeking administrative approval from the competent authority.
- (viii) Samples, wherever required, may be obtained from the firm concerned so as to ensure genuineness of the material before effecting the purchase/accepting supply.

### **13. Earnest Money Deposit:**

For the purchase above Rs. 5,00,000/- the bid security/earnest money in the form of bank draft payable at Hisar and drawn in favour of Registrar, Guru Jambheshwar University of Science & Technology, Hisar or an irrevocable Bank Guarantee may be obtained as under:-

<b><u>Sr. No.</u></b>	<b><u>Contract Value</u></b>	<b><u>EMD/Bid Security</u></b>
1.	Rs.5,00,001/-to Rs.10,00,000/-	Rs.40,000/-
2.	Rs.10,00,001/-to Rs.20,00,000/-	Rs.70,000/-
3.	Rs.20,00,001/- to Rs.1,00,00,000/-	Rs.1,50,000/-
4.	Above Rs.1,00,00,000/-	Rs.3,00,000/-



In case of unsuccessful bidders, the bid security/EMD draft may be returned immediately on finalization of the order. However, in case of the successful bidder, it shall be retained by the University and it will be refundable only after successful performance of the contract/warranty period. No earnest money will be charged for the purchases up to Rs.5,00,000/- on quotation/e-tender basis.

**14. Delivery:**

The delivery of the goods will be taken by the storekeeper concerned. In case of packed cartoons, such packing should be opened in the presence of the representative of the supplier, if it is so required by the supplier. The deficiency in quality or the quantity of the damaged/ broken items should be immediately recorded and notified to the supplier with a request to remove such stock from the University premises within 7 working days failing which University will not be held responsible for its safe custody. The packing of the hazardous/ inflammable articles should invariably be opened in the presence of the experts of the suppliers and indenting departments(s) concerned.

**15. Stock entry:**

Item purchased in the general pool by the Purchase Branch will first be entered in the stock register of the General Branch and the indenting department may get it issued by transfer entry in their stock registers. In case, wherein the supply is directly received by the indenting department(s) the stock entry will be made in the department's stock-register.

**16. Reference to Audit/Accounts:**

All cases for purchases worth Rs.5 lacs or above may be got pre-vetted from Audit Branch through Accounts branch before finalization of the Purchase Orders. The Registrar/ Vice- Chancellor, however, may refer any other case also; apart from the above.

**17. Mode of payment:**

As far as possible, advance payment may be discouraged. It should be given only in very exceptional cases. The payment should be released within 30 working days of the inspection & successful installation. The payment will be made by the Department/Branch concerned as referred to under para (purchase order). In case of preparation of comparative statement of financial bids of quotation/e-tender, the rate of conversion of foreign currency into Indian rupee (exchange rate) should be the date of opening the quotation/e-tender. In case of payment in foreign currency, the rate of conversion of foreign currency into Indian rupee, will be applicable on the day of payment made by the bank to the firm.

**18. Panel of suppliers:**

Panels of reputed suppliers/firms having sound financial position for the purchase of equipments etc. shall be prepared by Purchase Branch and then got approved from the Vice Chancellor and thereafter registered. The panel will be valid for one year. The General Branch will be the common indenter for purchase of furniture and stationery, etc. and for rate contracts of caning of chairs, auction of raddi, washing of cloths, printing of forms, etc. Likewise SE's office will be common indenter for purchase of ACs and Coolers etc. Panels for these purposes will be drawn and got approved by the General Branch and University Works Department respectively. Panel for purchase of computers and computer peripherals will be got prepared and approved by the UCIC for use by various Departments /Offices.

**19. Repeat Purchase Orders:**

The following policy shall govern the placing of repeat purchase orders:

- a) Repeat purchase order would mean the order on the same rates, terms & conditions on which items/equipments were purchased initially by any Department/Branch. The indenter will ensure that repeat order, if taken together, does not exceed the original purchase value.
- b) Repeat purchase order, if required, shall be placed within a period of six months from the date of the first purchase order and after successful delivery and inspection of the item.
- c) Reasonableness of rates shall be ensured by the purchasing Department/Office, and a certificate: "The price(s) of the goods has/have not decreased/gone down after the initial order", shall have to be obtained from the supplier.

Provided that no repeat order shall be placed in the following cases:-

- i) In cases where the original purchase was made on the basis of short term quotation or on the basis of spot purchase.
- ii) In cases where the original order was placed after ignoring lowest offer on account of long delivery period or for want of test samples.
- iii) In cases where the original quantity of indent was subsequently reduced without recording any reason & the purchased quantity was reduced so as to bring the purchase within the purview of the standing purchase committee.

**20. Administrative and Financial power for approval:**

The administrative and financial approval upto Rs. 25,000/- for purchase of items /repair /AMC may be accorded by the Dean Academic Affairs/COE/Proctor/Chief Warden/ DSW/Dean of Colleges/Director, HSB/ Chairperson of the Department Concerned /Librarian / Director, CIL/ Director, IQAC/Director, Distance Education/Director, Sports /Director, HRDC, Principal Coordinator/Investigator, SE/Dy. Registrar/ MO/Director, UCIC/XEN and Coordinator, NSS.

The administrative and financial approval upto Rs. 15,000/- for purchase of items/repair may be accorded by the System Manager/EE/Asstt. Registrar, Law Officer/PRO/PIO/DYW/Hostel Warden. The Registrar may accord the administrative and financial powers of the functionary concerned up to Rs.2,00,000/-. Administrative and Financial approval above Rs.2,00,000/- shall vest in the Vice-Chancellor.

However, the cumulative power will be as under:

Functionary	Financial Power	Cumulative power in a Year
Dean Academic Affairs/COE/Proctor/Chief Warden/DSW/Dean of Colleges/Director, HSB/ Chairperson of the Department Concerned /Librarian / Director, CIL/ Director, IQAC/Director, Distance Education/Director, Sports /Director, HRDC/ Principal Coordinator/ Investigator, SE/Dy. Registrar/ MO/Director, Hospitality/Director, UCIC/XEN and Coordinator, NSS.	25,000/-	2,00,000/- (cumulative power of Chief Warden in a year will be Rs.1,50,000/- for each hostel)
System Manager/EE/Asstt. Registrar/ Law Officer /PRO/ PIO/DYW/Hostel Warden.	15,000/-	1,00,000/-

**Note:**

- (i) The items under rate contract will not be taken into account while calculating the amount spent in a year on effecting purchases as per the above powers.
- (ii) In case of need to purchase items beyond the above powers arises, approval of the competent authority will be required for the same in relaxation of rules.
- (iii) All the Departments/Offices shall maintain a Limit Register. All purchases made without calling quotations shall be entered in this Register.

**21. Monitoring of purchase cases:**

Quarterly report of the items/equipments, purchased through any Standing Purchase Committee (SPC) will be submitted by every department/office irrespective of the amount involved to the Purchase Branch for being compiled and submitted to the authorities.

**22. Evaluation of bids:**

- i) The Committee/Sub-Committee that evaluated the technical bids will open the financial bids in respect of those suppliers who are found technically responsive and submit the recommendation to SPC-I.
- ii) The Committee/Sub-Committee that evaluated the technical bids will submit the recommendation to HPSPC. The same committee will also prepare comparative statement of financial bids after opening the financial bids in the meeting of HPSPC and its recommendations will be placed before the HPSPC for consideration and final decision by HPSPC. The purchase/supply order will be placed by the Indenter concerned.
- iii) The requirement of non-perishable items be worked out every quarter and a single proposal be submitted to the purchase branch on a quarterly basis.

**23. Negotiation:**

No negotiation will normally be held with any supplier including lowest quote. However, in exceptional cases, technical and commercial discussion may be held with the supplier/dealer as per the need by the Committee/Sub-Committee referred to under Clause "Evaluation of Bids" so that there remain no elements of ambiguity.

**24.** In the case of purchases related to research projects/projects, the Principal Coordinator/Investigator concerned will be the Indenter.

**25.** The specifications of the items should be general and be finalized by the Chairperson/Branch concerned in consultation with Faculty members. Quotation/e-Tender document including technical specifications and technical evaluation will be done by Committee/Sub-Committee constituted by HPSPC/SPC-I.

**26.** The limit for refreshment for all functionary as mentioned in clause 20 will be upto Rs.500/- per day.

**27.** The power to relax/interpret/amend clause of Purchase Guidelines lies with the Vice-Chancellor.

**Submission of Proposal for Purchase**

(08 copies of proposal in case of HPSPC/SPC-I meetings are required to be sent to the Purchase Branch, two copies for SPC-II to be sent to Chairperson of UTD by concerned teacher.

The department/office requires following equipment item repair which may kindly be arranged.

1.	Name of the item along with complete specification without any ambiguity	
2.	Make of the item to be purchased (at least two)	
3.	Quantity required	
4.	Budget Head of the Department/Office from where from expenditure is to be met out	
5.	Available balance in the respective budget head after excluding the actual expenditure incurred & Committed liability	
6.	Actual/estimated cost of the item to be purchased	
7.	Stock position	
8.	Certified that the items already in stock are being utilized fully.	
9.	Justification for the purchase of the item	
10.	Complete address of the firms/suppliers dealing in the said items along with GST No., email Id and telephone Nos, available with department/Office	

Proposal is forwarded to the Branch Officer, Purchase Branch for arranging purchase/repairs.

Branch Officer  
Purchase Branch

Signatures of the Chairpersons/  
Head Office with Seal

**Annexure “B”**

**GURU HAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY  
HISAR-125001, HARYANA**

**Invitation for Quotations for supply of goods**

No. \_\_\_\_\_

Date: \_\_\_\_\_

To

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**Subject: Invitation for quotation for supply of -----**

Dear Sir/Madam

You are invited to submit your most competitive quotation for the following equipment (s) with the following terms and conditions:-

List of items

Sr. No	Brief description of the items	Specifications	Quantity

**1. QUOTATION SIGNING:-**

The quotations must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

**2. Conditional Quotation:-**

Conditional quotations are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise the quotation will not be considered.

**3. Delivery Destination:-**

The quotations should be quoted as FOR GJUS&T, Hisar. The transit insurance and freight charges etc, if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

**4. Delivery Acceptance:-**

The delivery of the material will be handed over to the authorized official of the concerned indenting Department/Office. However, the goods will be deemed accepted subject to the approval by the inspection committee of GJUS&T, Hisar. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises within seven working days, failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

**5. Delivery Period: -**

The supply is to be made within 45 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 90 days.

**6. Delivery Period Extension:-**

The supply order(s) shall be executed within the time specified in this regard. However, in case of force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

The Vice-Chancellor, if he/she is satisfied with such reasons and further if the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

**7. Penalty for delayed supply:-**

In the event of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply will be deemed to be complete on the day when 100 % supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

**8. Rejection of incomplete Quotations:-**

Incomplete quotations such as unsigned quotations, late submitted quotation, conditional quotation, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

**9. Quantity Variation:-**

The quantity shall be subject to increase or decrease as the case may be.

**10. Manual/literature:-**

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

**11. Taxation:-**

GST/Custom duty etc. indicating the rate of taxes, should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill as follows.

“Certified that the GST/Custom duty charged in this bill is leviable under Government Rules”.

In the absence of any indication to taxation by the supplier, it is to be assumed that the price quoted includes tax elements and no claim for the taxes or statutory variations thereon should be entertained after opening of quotation.

However, wherever exemption from GST/custom duty is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

**12. Right to Bid rejection:-**

The University reserves the right to reject any or all offers at any stage without assigning any reason.

**13. Packaging of Consignment:-**

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

**14. Warranty:-**

The warranty should not be less than 12 months from the date of successful installation of the equipment.

**15. Performance Warranty:-**

The successful bidders will be required to submit a performance warranty in the form of bank guarantee equal to 10% of the purchase order for the warranty period of the equipments for equipments/goods above Rs.5,00,000/- from the date of successful installation. After receiving the 10% PBG, the EMD, if any, may be released/returned to the firm by the intender of the department/office of university through Account Branch.

**16. Payment:-**

The payment will be made within 30 working days of the successful installation and its inspection and further after the on-site training imparted, if it is the requirement of the quotation.

**17. Currency:-**

The rates be quoted in Indian Rupee (INR). However, in case of imported item it may be quoted in foreign currency where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose.

**18. Schedule:-**

The quotation floating date is \_\_\_\_\_. The sealed quotation should reach in the office of \_\_\_\_\_ on or before \_\_\_\_\_ upto \_\_\_\_\_. The quotation will be opened on the same day at \_\_\_\_\_, in the office of the \_\_\_\_\_. Quotation received after \_\_\_\_\_ will not be considered.



**19. Arbitration:-**

In case of any dispute both the parties will be bounded by the decision of the Vice Chancellor, GJUS&T, Hisar, as the arbitrator.

**20. Jurisdiction:-**

All disputes shall be subject to Hisar jurisdiction.

Chairperson/Intender

The terms & conditions of quotation have been read and I/We certify that I/We clearly understand the same and undertake for its compliance

Place:\_\_\_\_\_

Dated:\_\_\_\_\_

Signature of authorized representative of the  
bidding firm/company with seal.  
(Affix Rubber Stamp of the firm)

**GURU JAMBHESHWAR UNIVERSITY OF  
SCIENCE AND TECHNOLOGY, HISAR**

**STANDARD BIDDING DOCUMENT  
FOR**

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**COMPLETE BIDDING DOCUMENT**

**Name of work :**  
**DNIT Amount :**  
**Nature of tender :**

Annexure-‘C’

**INVITATION OF BIDS FOR THE PURCHASE OF \_\_\_\_\_  
FOR THE SESSION 2017-18**

1. Tender through Electronic- tendering process is invited from manufacturers/ Distributors Authorized Suppliers for the supply of as per tender form available on website <http://haryanaeprocurement.gov.in>

- (i) Bids/ queries to be addressed to :  
(ii) Postal address for sending the Bids :  
(iii) Name/designation of the contact person :  
(iv) Telephone number of the contact person :  
(v) Email id of contact personnel :

2. This Tender is divided into four parts as follows:

Sr.	Matter	Page
(A)	Part I. Contains Press Notice and General Information and Instructions for the Bidders about the Tender such as the time, place of submission and opening of Bids, validity period of bids, etc., etc.	
(B)	Part II. Contains Instructions to bidder on Electronic Tendering System. And guideline for online payments at E- Procurement Portal of Government of Haryana.	
(C)	Part III. Contains Standard Conditions of Tender, which will form part of the contract with successful Bidder. Special terms and conditions, if any	
(D)	Part IV. Contains essential details of the items/ services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details. Containing appendix for Quantity required, Technical Bid, Affidavit , Financial Bid respectively.	

This Tender is being issued with no financial commitment and the buyer reserves the right to change or modify any part thereof at any stage. Buyer also reserves the right to withdraw the tender, if it becomes necessary at any stage.

## Press Notice

No.

Dated:

Guru Jambheshwar University of Science and Technology, Hisar invites on line bids for purchase of below mentioned item on prescribed forms through E-tendering. The tender form “along with conditions of tender” to be fulfilled, can be obtained from the website: <https://haryanaeprocurement.gov.in>. Complete specifications of the item and other details can also be seen on website :[www.gjust.ac.in](http://www.gjust.ac.in)

Sr. No.	Name of item(s)	Estimated cost	Bid security	Bid fee + e-service fee	Start Date and time of Bid preparation & submission	Expiry Date and time of Bid preparation & submission	Date and time for opening of Bid

The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

### General Information and Instructions for the Bidders

Guru Jambheshwar University of Science and Technology, Hisar invites the online bids from eligible bidders.

On behalf of Vice-Chancellor e-Tender is invited for the supply of equipments, etc from eligible manufacturer/supplier/dealer enlisted with State/Centre Govt. Departments under appropriate class/category and registered companies. The tender document can be obtained from the website: <https://haryanaeprocurement.gov.in>

Sr. No.	Name of item(s)	Estimated cost	Bid security	Bid fee + e-service fee	Start Date and time of Bid preparation & submission	Expiry Date and time of Bid preparation & submission	Date and time for opening of Bid

Prequalification requirement of Tender is as under:

1. The 'Technical Bid' shall contain the scan copy of the following documents:
  - (i) Performance certificate and certificates of successfully commissioning of the equipments, etc., other pre-qualification documents as stipulated in the tender document.
  - (ii) Attested copy of GST registration certificate.
  - (iii) Attested copy of latest Income Tax Return and PAN.
  - (iv) The certificate duly, attested by a Chartered Accountant, of minimum average annual financial turnover during the last three years, ending 31<sup>st</sup> March of the previous financial year.
  
2. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
  
3. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Amount towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
  
4. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before expiry date and time mentioned in above tender notice ; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

**The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking on or before expiry date and time of bid preparation and submission.**

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

**Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Download and Bid Preparation/Submission</b>		
2	<b>Technical Bid Opening</b>			
3	<b>Financial Bid Opening</b>			

**Important Note:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.
- 5) The complete correspondance address and contact telephone No. May also be uploded by the bidder in technical bid.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid. Only required documents as per technical check list may be uploaded extra documents can not be considered and not downloaded.

## Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

### Instructions to bidder on Electronic Tendering System

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

#### 1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

#### 2. Obtaining a Digital Certificate:

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC on or before EMD submission date and time given in the tender notice. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official [email-chandigarh@nextenders.com](mailto:email-chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)



**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**Schedule for Training:**

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4<sup>th</sup> Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, <b>Faridabad</b> Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadana (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, <b>Chandigarh -160020</b> <b>For Support- 1800-180-2097,</b> 0172-2582008-2009

For Support Call – 1800-180-2097

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the ‘Home Page’ of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link ‘How to...?’ to download the file.

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department’s page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
  - B. Net Banking
  - C. RTGS/NEFT
- Operative Procedures for Bidder Payments

**A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment

(vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.

(vii) The page is automatically routed back to e-Procurement portal

(viii) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,

(ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

(i) Bidder selects Net Banking option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid by bidder.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks

(v) Bidder chooses his / her Bank

(vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank

(vii) Bidder enters his account credentials and confirms payment

(viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.

(ix) The page is automatically routed back to e-Procurement portal

(x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is ≤ ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidder clicks on “print \_challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	<p><b>In the event of making Payment through NEFT/RTGS</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> </li> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>

2	<b>In the event of making Payment through OTC</b>	<p><b>Do's</b></p> <ul style="list-style-type: none"><li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li><li>• Bidder must do the payment before tender validity gets expired</li><li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li></ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"><li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li><li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li><li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li></ul>
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## Standard Conditions of Tender

### 1. Two Envelope Bid:-

The tender is to be submitted on two envelope bid pattern i.e. “Technical bid and “Price/commercial bid” separately. The “Technical bid” should mention only the technical details of the the items/equipment. Price per unit be mentioned only in the “Price/commercial bid format”.

### 2. Bid Signing:-

The bid must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

### 3. Conditional Bid:-

Conditional bids are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise the quotation will not be considered.

### 4. Delivery Destination:-

The quotations should be quoted as FOR GJUS&T, Hisar. The transit insurance and freight charges etc, if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

### 5. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the concerned indenting Department/Office. However, the goods will be deemed accepted subject to the approval by the inspection committee of GJUS&T, Hisar. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises within seven working days, failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

### 6. Delivery Period: -

The supply is to be made within 45 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 90 days.

### 7. Delivery Period Extension:-

The purchase/ supply order(s) shall be executed within the time specified in this regard. However, in case of force Majure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

The Vice-Chancellor, if he/she is satisfied with such reasons and further if the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

**8. Penalty for delayed supply:-**

In the event of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply will be deemed to be complete on the day when 100 % supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

**9. Rejection of incomplete bids :-**

Incomplete bids such as unsigned bids, late submitted bids, conditional bids, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

**10. Quantity Variation:-**

The quantity shall be subject to increase or decrease as the case may be.

**11. Manual/literature:-**

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

**12. Taxation:-**

GST/Custom duty etc. indicating the rate of taxes, should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill as follows.

“Certified that the GST/Custom duty charged in this bill is leviable under Government Rules”.

In the absence of any indication to taxation by the supplier, it is to be assumed that the price quoted includes tax elements and no claim for the taxes or statutory variations thereon should be entertained after opening of quotation.

However, wherever exemption from GST/custom duty is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

**13. Right to Bid rejection:-**

The University reserves the right to reject any or all offers at any stage without assigning any reason.

**14. Packaging of Consignment:-**

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

**15. Warranty:-**

The warranty should not be less than 12 months from the date of successful installation of the equipment.

**16. Performance Warranty:-**

The successful bidders will be required to submit a performance warranty in the form of bank guarantee equal to 10% of the purchase order for the warranty period of the equipments for equipments/goods above Rs.5,00,000/- from the date of successful installation. After receiving the 10% PBG, the EMD, if any, may be released/returned to the firm by the intender of the department/office of university through Account Branch.

**17. Payment:-**

The payment will be made within 30 working days of the successful installation and its inspection and further after the on-site training imparted, if it is the requirement of the bid.

**18. Currency:-**

The rates be quoted in Indian Rupee (INR). However, in case of imported item it may be quoted in foreign currency where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose.

**19. Arbitration:-**

In case of any dispute both the parties will be bounded by the decision of the Vice Chancellor, GJUS&T, Hisar, as the arbitrator.

**20. Jurisdiction:-**

All disputes shall be subject to Hisar jurisdiction.

Chairperson/Intender

The terms & conditions of bids have been read and I/We certify that I/We clearly understand the same and undertake for its compliance

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of authorized representative of the  
bidding firm/company with seal.  
(Affix Rubber Stamp of the firm)



**Annexure-D**

**DEPARTMENT/BRANCH  
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR**

**No. GJUST/\_\_\_\_\_**  
**Dated:\_\_\_\_\_**

To  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Purchase Order**

Dear Sir,

Please refer to your quotation/e-tender/rate contract No. \_\_\_\_\_  
Dated \_\_\_\_\_ and further techno-commercial discussion with the committee  
on \_\_\_\_\_ please supply the following articles on or before \_\_\_\_\_.

Sr.No.	Description/ Specification	Quantity	Rate	F.O.R.
1.	2.	3.	4.	5.

**TERMS & CONDITIONS**

- The material may be supplied to the \_\_\_\_\_ Guru Jambheshwar University of Sc. & Technology, Hisar by \_\_\_\_\_. All correspondence regarding the order should be addressed to the consignee.
- The payment will be made when the material/goods have been received by University and have been inspected by the inspection committee and accepted by it.
- The goods, which are not according to the specifications and are, thus, not accepted shall be lifted by the supplier at their own cost.
- In case supplier backs out of his contract, his earnest money shall be forfeited, and such other action will be taken as deemed proper.
- The bill in duplicate may be sent to the \_\_\_\_\_ Guru Jambheshwar University of Sc. & Technology, Hisar for payment.
- Other terms and conditions are as specified in the notice inviting Tenders/Quotations.

Signature

Endst No. \_\_\_\_\_ Dated \_\_\_\_\_

Copy of the above is forwarded to the following for information:-

- The Store Keeper
- \_\_\_\_\_
-

**Annexure-E**

Department/Branch \_\_\_\_\_  
**Guru Jambheshwar University of Science.& Technology, Hisar**

**COMPARATIVE STATEMENT FOR \_\_\_\_\_**

Date of floating of quotation/e-Tender:

Date of opening quotation/e-Tender:

Date of closing/expiry of quotation/e-Tender:

Sr.No.	Name of the items	Rates quoted by M/s	Rates quoted by M/s	Rates quoted by M/s
		1 _____	2 _____	3 _____

1.

2.

3.

4.

Terms and Conditions of the  
Firms who quoted their rates.

The rates quoted by M/s \_\_\_\_\_ with regard to the items  
at Sr. No. \_\_\_\_\_ are the lowest and recommended for purchase.

