

# **BID DOCUMENT**

## **(e - Procurement)**

**Supply Installation Testing & Commissioning of HEPA Filters in Operator Theater Complex**

**(TRAUMA CENTRE, INSTITUTE OF MEDICAL SCIENCE, BANARAS HINDU UNIVERSITY)**



**Issued On:**

**13-09-2019**

**TRAUMA CENTRE, IMS, BHU  
BANARAS HINDU UNIVERSITY  
VARANASI-221005, (U.P.), INDIA**

# NOTICE INVITING TENDER

**NIT No. TC/IMS/BHU/HEPA/01/2019-20**

**Name of Work:** **Supply Installation Testing & Commissioning of HEPA Filters in Operator Theater Complex Trauma Centre, IMS, Banaras Hindu University, Varanasi.**

1. Estimated cost: 15,30,932.00/-
2. Earnest Money: 30,619.00/
4. Performance Guarantee: 5% of the Tendered Value
5. Time Allowed: 03 Months

Certified that this NIT contains pages marked as 1 to 14

**Professor In charge**  
Trauma Centre, IMS,  
BHU, Varanasi.

## List of Contents

Sr. No.	Particular	Page No.
1	Notice Inviting Tender ( <b>GENERAL TERMS &amp; CONDITIONS</b> )	2-6
2	Undertaking for checklist <i>(To be submitted along with offer)</i>	7
3	Proforma <i>(To be submitted along with offer)</i>	8
4	Certificate <i>(To be submitted along with offer)</i>	9
5	Schedule of requirement	10
6	Special Condition of the Contract	11
7	Proforma for Authorization	12
9	Notice Inviting Tender (Critical Date Sheet)	13
10	List of Document to be submitted	14

Tender document containing detailed guidelines is enclosed. Vendors should read the Tender Document carefully before submitting their offers.

**SECTION I: NOTICE INVITING TENDERS (NIT)**  
**(GENERAL TERMS & CONDITIONS)**

**Online tenders, in single cover system, are invited Directly from Original Manufacturer or through their authorized distributor (authorize by original manufacturer for participating in this tender) dealing with the Government/reputed Organisations for Supply Installation Testing & Commissioning of HEPA Filters in Operator Theater Complex as per enclosed specification and related terms and conditions.**

1. Bidders are required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in) , using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Vendors are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in) for further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in)
5. Non-Refundable Tender Fee of **₹ 500.00** (*Rupees Five hundred only*) in the form of Banker's Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time, and the original (hard copy of Tender Fees) should be sent to **Professor In-charge, Trauma Centre, Institute of Medical Science, Banaras Hindu University, Varanasi – 221005** within the stipulated date and time.
6. Earnest Money Deposit (EMD) of **₹ 30,619.00/-** (*Thirty Thousand Six Hundred Nineteen Rupees only*) in the form of Banker's Cheque, Fixed deposit receipt or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy of EMD ) should be sent to **Professor In-charge, Trauma Centre, Institute of Medical Science, Banaras Hindu University, Varanasi – 221005** within the stipulated date and time.
7. In the event of the date being declared as a holiday for the office, the due date for submission of hard copy of bids and opening of bids will be the next working day.
8. Bidders are required to upload the scanned documents as per check list like GST registration, PAN Card, valid document regarding registration of the firm along with the bid. The bidders should submit self attested copies of the Income Tax return for the last three financial years (i.e. 2016-17, 2017-18 & 2018-19).
9. The technical bids will be opened online by **Open Tender Committee** of Trauma Centre. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BOQ.xls** from Central Procurement Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. The Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.

11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be considered by the committee and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who have participated in the tender.
12. The bidders are advised to note that in case bidders indicate higher Applicable GST Rates in their offer compared to what is actually payable but they deposit GST with Tax authority at the rate at which it is actually payable and thus misappropriating the money collected on account of GST charged from government supplies, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.
16. Cartel Formation and Quoting Prices in Pool – Bidders may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of RC for the next two years.
17. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of ₹ 10/- that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
18. At any time prior to the date of submission of bid, Professor In-charge, Trauma Centre, Institute of Medical Science, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All amendment will be notified on the e-procure portal and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Professor In-charge, IMS, BHU May at his discretion, extend the date and time for submission of bids.
19. Payments shall be made after execution of the order and completion of the work on bill basis.
20. In case any discrepancy is found with regard to quality/quantity of the material executed by them under this Contract, the Bidders must agree for immediate replacement of it free of cost.
21. Printed conditions of tender including there on to reserve or otherwise sent along with the tender, if any shall not be binding upon us.
22. The Bidders are advised to submit the along with other desired enclosures necessarily to ensure and undertake the after sale services.
23. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
24. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
25. The bidder whose bid is accepted will be required to furnish performance bank guarantee of 5% (Five Percent) of the tendered amount within the 15 days of issue of letter of acceptance. This guarantee shall be in the form of Demand Draft of any scheduled bank or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the bidder fails to deposit the said performance guarantee within the period as indicated, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the bidder. **The performance guarantee shall be valid up to the stipulated date of warranty.**
26. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender. the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent upon any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract

documents. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the university and local conditions and other factors having a bearing on the execution of the work. Cost of site visit shall be borne by the bidder.

27. The competent authority on behalf of the University does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

For any clarification and further details contact via mail [osdtraumabhu@gmail.com](mailto:osdtraumabhu@gmail.com) or contact in person during office hours.

**UNDERTAKING FOR CHECK LIST**

**The following undertaking for checklist duly signed with seal and with required documents should be submitted along with offer:**

We hereby declare that the following requirements have been fulfilled by us –

- i. Attested photocopy of current manufacturing/Loan license, for respective items, issued by competent authority, If Applicable.
- ii. List of organizations where the firm is supplying the items, along with their performance certificates if available and attested photocopies of supply order.
- iii. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of ₹ 10/- that the firm is not blacklisted from any Government/Private organization or any other institution.
- iv. The enclosed certificates and proforma (Annexure A, B, C, D) duly filled in and signed.
- v. ***Documentary evidence for the turnover of last three consecutive years.***
- vi. An Earnest Money Deposit (EMD) of ₹ 30,619.00/- (*Thirty Thousand Six Hundred Nineteen Rupees only*) is to be submitted along with the offer in form of an Fixed Deposit Receipt/Demand Draft/Bankers Cheque/Bank Guarantee duly discharged in favour of ***“Registrar, BHU” payable at Varanasi.***
- vii. Non-Refundable ₹ 500 *Tender processing fee.* favour of ***“Registrar, BHU” payable at Varanasi.***
- viii. Registration Certificate of GST.
- ix. **Copy of Income Tax Returns for last 3 years.**
- x. **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

**Date:**

**Signature with seal**

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation.  
(Please refer to the detailed instructions/notes before filling this proforma).

1. Approximate execution/Installation Period : Within 90 days from the date of order
2. (a) Whether rates have been quoted, including SITC : YES / NO  
F.O.R. site and covers packing forwarding and insurance charges
3. (a) Whether the prices are inclusive of GST and all : YES / NO  
other taxes if any
4. Our terms of payment (Please indicate your preference  
By a (✓) mark) Please note that no other payment terms  
are likely to be accepted.
  - (a) For Local Firms or if the bills are raised by  
the  
Local Dealers.
    - (i) 100% Payment on bill basis
  - (b) If the bill are raised by outstation Firms
    - (i) 100% Payment on bill basis

*Signature with Seal*



**CERTIFICATE**

***WE CERTIFY THAT:-***

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. The rate of GST mentioned in the price breakup is in accordance with the provisions of the rules in all respects (GST applicable for the institutions like BHU or Identical Units) and the same is payable Tax Authorities.
3. The goods/Stores/articles offered under the contract shall be of the best quality and workmanship and their supply/SITC be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
4. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief. If any information furnished by the undersigned is found to be incorrect, the bid may be rejected.

***Authorized Signatory***

(Seal)

**TRAUMA CENTRE, INSTITUTE OF MEDICAL SCIENCE  
(HEPA Filter)**

ENQ Item No.	Description of work	Unit	Quantity	Rate (Rs.)  (Including all taxes, labour, transportation etc.)	Amount
	<p><b>Supply, Installation, Testing and Commissioning of following items:-</b>                      [Note: All the consumables and accessories shall be in contractor's scope and to be included in the price. Any damage done during the execution of work shall be made good by contractor at no extra cost. Any discrepancies noticed at any point of time for wrong supply / fixing of materials for which contractor shall be responsible to correct it/them without any extra cost. The installed HEPA Filter will bear five year warranty period from the date of installation &amp; handing over of the same]</p>				
1.0	<p><b>HEFA filter with following specification:-</b>                      The mini plated paper media of HEPA filter should be Micro fiber glass H-14 grade sealed with PU Epoxy. The Casing of filter should be cassette type with anodized Aluminum extruded frame of size 610x1220x75 mm containing 5400 CFM at 90 (±20) FPM and filter should have 99.997% efficiency at 0.3 micron retention. Sound level 50-52 DBA @ 90 FPM measured 30" from face of filter. Air quality at the supply (at grill) level should be class 100/ISO class 5 (at rest condition).  <b>Note:-</b> Class 100 means a cubic feet of air should not have more than 0.5 micron or larger</p>	<b>Each</b>	<b>104</b>		
			<b>Total</b>		

**Special Condition of the Contract**

1. That the firm is having its manufacturing unit as per norms of the Drugs Act & is having GMP / WHO-GMP/ IPF/ USFDA / CEE/ ISO/ DGQA certificate valid till date. (Mention whichever is applicable).

N. B. The affidavit must be as per the details mentioned above. Any changes in the text matter are not accepted & University reserves the right to reject such offers.

2. Supply installation testing and commissioning is in bidder scope.
3. Vendor shall inspect the site for actual measurement and pattern of installation before production.
4. Bidder shall inspect the site for actual measurement and pattern of installation before production.
5. After installation at site, vendor shall carry out validation and submit the reports of readings.
6. Agency shall submit the details of each filter as per requirement.
7. Agency shall arrange 'DOP/PAO TEST' at the installation site.
8. Agency shall submit test certificate of the media used from original supplier.
9. Filters will be tested at factory before dispatch.
10. The life of the HEPA Filter should be specified
11. The parameter of determining the efficacy of the HEPA Filter after installation should be specified by the successful bidder.
12. As per ISO 14644 standard Temperature, Humidity, Air particulate count, Air change rate calculation and validation of HEPA filter by appropriate test will be done by the agency in each six month till the date of warranty without any extra cost.

**BANARAS HINDU UNIVERSITY**

Trauma Centre, Institute of Medical science, BHU  
Varanasi -221005

**PROFORMA FOR AUTHORITY FROM MANUFACTURERS**

(To be submitted by bidder if they are authorized representative of a MANUFACTURER)

No.....

Date.....

To,  
Professor In-charge  
Trauma Centre, Institute of Medical science  
Banaras Hindu University  
Varanasi-221005

Dear Sir,

Sub: - BHU, Varanasi NIT No.....

We ..... an established and reputable manufacture of  
..... do hereby authorize  
M/s..... (Name and address of Agents) to  
represent us, to bid negotiate and conclude the contract on our behalf with you against Tender  
No.....

No company/firm or individual other than M/s..... are  
authorized to represent to this business against this specific tender. Further, certified that the price catalogue  
submitted along with the bid is the only one in circulation and discount offered to BHU, Varanasi is not lesser than  
that of offered by any other Govt. department (R&D agency)/ Academic institute.

Your faithfully,

(Name)

For & on behalf of M/s .....

(Name of Manufactures)

Note: This letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by  
a competent person and having the power of attorney to bind the manufacturer.

**INVITATION FOR BIDS**  
**NOTICE INVITING TENDER (NIT)**

BANARAS HINDU UNIVERSITY  
TRAUMA CENTRE, INSTITUTE OF MEDICAL SCIENCE  
VARANASI-221005

**e-Procurement Notice**

**Advertisement No: - TC/IMS/BHU/HEPA/01/2019-20**

***Dated: 13-09-2019***

Online tenders are hereby invited in **Single cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for supply of :-

- **Supply Installation Testing & Commissioning of HEPA Filters in Operator Theater Complex Trauma Centre, IMS, Banaras Hindu University, Varanasi.**

Bidders can download complete set of bidding documents from e-procurement Platform <https://eprocure.gov.in/eprocure/app> from 16-09-2019 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 25-09-2019 upto 03:00PM.** (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <https://eprocure.gov.in/eprocure/app> and [www.bhu.ac.in](http://www.bhu.ac.in).

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>16-09-2019 (03:00 PM)</b>
<b>Bid Document Download Start Date</b>	<b>16-09-2019 (03:00 PM)</b>
<b>Clarification Start Date</b>	<b>16-09-2019 (03:00 PM)</b>
<b>Clarification End Date</b>	<b>17-09-2019 (01:00 PM)</b>
<b>Pre bid meeting</b>	<b>NA</b>
<b>Bid Submission Start Date</b>	<b>17-09-2019 (03:00 PM)</b>
<b>Bid Document Download End Date</b>	<b>24-09-2019 (03:00 PM)</b>
<b>Bid Submission End Date</b>	<b>25-09-2019 (03:00 PM)</b>
<b>Bid Opening Date</b>	<b>26-09-2019 (03:00 PM)</b>

**List of Documents to be filled in by the bidders in various forms, to be scanned and uploaded within the period of bid submission:**

IN TECHNICAL COVER/FINANCIAL COVER	
1.	Copy of Original Demand Draft/ Fixed Deposit Receipt/Bank Guarantee against EMD and Copy of Original Demand Draft against tender processing fees.
2.	Affidavit that the firm is not blacklisted from any organization.
3.	List of organizations where the firm is supplying the items, along with their performance certificates if available and attested photocopies of supply order
4.	Certificate of financial Turnover From Chartered Accountant
5.	<b>Annexure ‘A, B, C’</b>
6.	Certificate ( <b>Annexure ‘D’</b> )
7.	Certificate of Registration for GST.
8.	Any other documents mentioned in Tender document.
9.	In Financial cover
10.	BOQ
11.	Price Breakup (With Supporting Document pertaining to Actual Applicable taxes, bidder’s are requested to make him sure regarding the applicable taxes like GST etc. for The Institution like BHU( Central University) are other Identical Institution or entity, mentioning wrong tax slab in Price Breakup may lead to Rejection of BID of the bidder)