



**PDPM**  
**Indian Institute of Information Technology,**  
**Design & Manufacturing Jabalpur**

(An Institute of National Importance Established by an Act of Parliament)

**Dumna Airport Road, Jabalpur – 482005, M.P. India**

**E-Tender Document**

**Name of Item: Freezer Dryer along with accessories**

**Estimated Cost: Rs. 4,30,000/-**

## INDEX

### Name of Item:- Freezer Dryer along with accessories (01 no.)

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Certified that this bid document contains pages 1 to 11 (One to Eleven) excluding front and back cover page of Part – A and Part –B.

**Acting Registrar**  
**PDPM IITDM, Jabalpur**

## **Instructions for Online Bid Submission:**

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

More information useful for submitting online bids on the e-Procurement Portal may be obtained at:

<https://mhrd.euniwizarde.com/>.

### **REGISTRATION**

- Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
- As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their use ID/password and the password of the DSC / e-Token.
- The scanned copies of all original documents should be uploaded on portal.

For any Query only related to **E tender uploading** contact to E wizard helpdesk Number 011-49606060, Mr. Abhishek Kumar (9355030617), Mr. Anand (9355030602), Mr. Amrendra (9355030628).

### **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in the e-Procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.
- Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs. 885 /- (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

**PDPM IIITDM Jabalpur**  
**NOTICE INVITING E-TENDER**

The Registrar, IIITDMJ on behalf of PDPM IIITDM Jabalpur invites online item rate tender from authorized Seller/Dealer/Manufacturer for the item mentioned below:-

Enq. No. : IIITDMJ/P&S/2020-21/Enq/08

Name of Item:- Freezer Dryer along with accessories (01 no.)

Estimated Cost: ₹ 4,30,000/-

Earnest money: ₹ 13,000/- & period of completion: 4 (Four) weeks, Last date & time of online submission of Techno Commercial bid is 21-12-2020 up to 3:00 PM

The tender forms and other details can be seen and downloaded from the website <https://mhrd.euniwizarde.com> or [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in)

**Enquiry No. IIITDMJ/P&S/2020-21/Enq./08**

**Date: 03-12-2020**

**Sub: Invitation of Tender/Quotation for the Supply of Freezer Dryer (01 Nos.)**

Tenders are invited by the Registrar, PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur for Supply of Freezer Dryer (01 Nos.) Specifications at Annexure-II

The tender no. IIITDMJ/P&S/2020-21/Enq/08, closing and opening date of received quotations are as follows:

Tender No. IIITDMJ/P&S/2020-21/Enq/08	Dated :03.12.2020
Closing Date & Time: 21.12.2020 up to 3:00 PM	
Date & Time of opening of Tender: 21.12.2020 up to 4:00 PM	

**General Terms and Conditions:**

1. Quotations are invited from reputed suppliers capable of supplying of standard make in accordance with the technical specification.
2. Any certified Freezer Dryer manufacturer / distributor who have authorized distributor and service center.
3. Necessary documents can be seen and downloaded from website <https://mhrd.euniwizarde.com/> or [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in) free of cost.
4. Those manufacturer / distributors not registered on the website mentioned above, are required to get themselves registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
5. On opening date, the manufacturer / distributors can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
6. Manufacturer / distributors can upload documents in the form of JPG format and PDF format.
7. **The bid:**
  - (a) **Techno Commercial Bid:** Consisting of technical details & prices complying with the required technical specifications mentioned in Annexure.
  - (b) **EMD:** The bidder must submit the EMD (bid security). If the EMD is not found valid in terms of amount and period-wise or otherwise, quotation of the bidder will stand invalid.

- Earnest Money Rs. 13,000/- (Thirteen Thousand only) in the form of Demand Draft (drawn in favour of Registrar, IIITDMJ) shall be deposited in IIITDM Jabalpur and the scanned copy of the receipt issued by the IIITDM is to be scanned and uploaded to the e-Tendering website within the period of bid submission.

(The original EMD should be deposited either in the office of Registrar, IIITDMJ, within the period of bid submission. The EMD receiving Officer of IIITDMJ shall issue a receipt of deposition of Earnest Money deposited to the bidder in a prescribed format attached as **Annexure-I**).

- This receipt shall also be uploaded to the e-tendering web site by the intending bidder upto the specified bid submission date and time.

8. **Rates:-** Rates quoted should be in Indian Rupees(INR) on FOR destination at PDPM-IIITDM, Jabalpur on **DOOR Delivery basis**, inclusive of all the charges, with break up as:-

- (i) Basic cost
- (ii) Installation charges (if any)
- (iii) GST @ 5% (Ministry of Finance, Notification No. 47/2017-Integrated Tax (Rate)
- (iv) Total FOR at IIITDM, Jabalpur

**Note:- If the breakup is not given, it will be assumed that the quoted rates include all admissible taxes, transportation charges and installation charges.**

9. Only one specific model/make of the quoted item should be mentioned. No option should be given. Quoting of option will lead to technically disqualification.
10. 100% Payment will be released after delivery and satisfactory installation/ inspection report and training of the use of equipment, if required.
11. The bidder must provide complete bank details of their firm along with tender document.
12. The supplier is to submit earnest money deposit (EMD) of Rs.13,000/- (Rupees Thirteen Thousand only) with their quotation. Quotation without earnest money deposit shall be summarily rejected.
13. The earnest money deposit (EMD) should be in the form of Demand Draft in favor of PDPM-IIITDM payable at Jabalpur. The EMD should remain valid for a period of 45 days beyond the final tender validity period.

14. The bid can only be submitted after deposition of original EMD in the office of Registrar, IIITDM Jabalpur within the period of bid submission and uploading the mandatory scan documents such as Demand Draft of any Scheduled Bank towards EMD in favor of Registrar, IIITDM Jabalpur as mentioned in Tender Document, receipt for deposition of original EMD to Registrar, IIITDM Jabalpur and other documents as specified. It is mandatory to upload scanned copies of all the documents stipulated in the bid document. If the documents stipulated in the bid document are not uploaded, then bid will become invalid and shall summarily be rejected.
15. Validity of quotation should be minimum 90 days from the date of opening of quotation. The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. If the tenderer quotes the validity shorter than the required period, the same shall be treated as unresponsive and it may be rejected.  

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required without changing any terms and conditions etc. of their original tender.
16. The bidder shall submit one copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the of the tender enquiry document.
17. The bidder shall quote specific make/model, incorporated of words like similar/equivalent/latest/better/OEM will be treated as ambiguous and tender will be rejected.
18. In case the supplied item(s) supplied has deviation(s), and is/are accepted by the Institute, amount proportionate to deviation as decided by the Institute would be deducted. In case it is found at a later stage that the items internal structure/specification do not conform with the specification in the tender document, bank guarantee will be forfeited and the firm/supplier will be liable to be blacklisted for participating in future tender process for at least one year.
19. **Delivery Period:** Delivery of all the items should be completed within 4 weeks from the date of receipt of firm order.

20. **Penalty for delayed Delivery:**

In the event of delayed delivery, Installation & Commissioning i.e. after the expiry of the period as mentioned in P.O., the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 7.5% as detailed below:

- @ 1% up to one week;
- @ 2.5% up to two weeks;
- @ 5% up to three weeks;
- @ 7.5% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week.

21. The quotations should be completed in all respects and cover the cost for the materials of the exact specification and descriptions of the stores as per the annexure, otherwise the same shall be ignored.
22. **Authorization Certificate:** In case of distributor of any branded company supplier has to submit authorized Agent/Dealership Certificate issued by their principal, against the item quoted.
23. **Warranty/Guarantee:** Bid should be quoted with One (01) year comprehensive on-site warranty/guarantee and will start from the date of satisfactory installation/commissioning of item, against any defect of manufacturing, workmanship and poor quality of components supplied item. During warranty/guarantee period the purchaser will not bear the cost of the item (s), which may come as replacement of the original stores or spares as a result of faults noticed at the time of inspection during the warranty period. The Seller/Local Agent is required to eliminate the fault(s) occurring during the Warranty period without delay by improvement or replacement as may be necessary, at their own cost. During warrantee period, the supplier should ensure a maximum downtime of 48 hours from the date/time of the complaint lodge about the item. The supplier must provide after sales service facility on site during warrantee period.
24. **Performance Bank Guarantee:** During Warranty Period supplier has to submit PBG @ 5% of the total cost of the items supplied in the form of Demand Draft payable at Jabalpur. PBG will be valid for a period of 60 days beyond the date of completion of warrantee.
25. **Inspection & Testing:** Goods will be inspected by the purchaser at his end. Goods rejected on inspection will be replaced by the supplier of cost and all charges for collection and delivery of the same to the Purchaser will be on suppliers account.



26. Any attempt of negotiations direct or indirect on the part of the tenderer with authority to whom he has submitted the tender unless called by the competent authority or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means, the acceptance of particular tender will render the tender liable to exclusion from consideration.
27. **Eligibility Criteria:** A bidder must have proven track record in supplying the specified items/similar items to the educational institutions/reputed organizations and should be financially sound and should have own showroom & service centre.
28. The Institute reserves the right to reject any or all bids without specifying any reasons thereof.
29. All disputes/arbitration should be within the jurisdiction of Jabalpur
30. Kindly enclose pamphlet/brochure of the company along with the quotation showing complete details, technical specifications and quality of the items.
31. Online Quotation/Bids should be uploaded on or before 3.00 PM dated 21.12.2020 on <https://mhrd.euniwizarde.com> or [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in)
32. Techno Commercial bid will be opened at **4.00 PM** same day (21.12.2020) in case of holiday, techno commercial bid will be opened at the same time on next working day.

**FORMAT OF RECEIPT OF DEPOSITION OF ORIGINAL EMD  
ALONG WITH ENQ. :-**

<b>Receipt of deposition of original EMD (Receipt No. ....../ date.....)</b>
<b>Name of work: Freezer Dryer along with accessories (01 no.)</b>  <b>1. ENQ. No. IITDMJ/P&amp;S/2020-2021/Enq./08</b>  <b>2. Estimated Cost : Rs. 4,30,000/-</b>  <b>3. Amount of Earnest money Deposit : Rs. 13,000/-</b>  <b>4. Last date of submission of documents to Registrar, IITDMJ on 21-12-2020 up-to 3:00 PM.</b>
<b>1. Name of Firm .....</b> <b>2. Form of EMD .....</b> <b>3. Amount of Earnest Money Deposit .....</b> <b>4. Date of submission of EMD .....</b>
<b>Signature, Name and Designation of EMD receiving officer</b>
<b>(# To be filled by EMD receiving Registrar, IITDMJ)</b>

**Annexure**

S.NO.	TECHNICAL SPECIFICATION	QTY	RATE	AMOUNT
1	<p><b>LYOPHILIZER (FREEZE DRYER)</b></p> <p>Capacity : 5.25LTRS Vacuum Drying Drum Size : 22.5cm(dia) × 25.5cm(ht) MOC (Body) : CRC duly power coated on caster wheels MOC (Main Drying Chamber) : Stainless Steel (Non-Magnetic) Temperature Range : -40°C (at ambient temperature of 20°C) Controller : Microprocessor based temperature control system with inbuilt with High/ Low temperature deviation alarm. Vacuum Probe : Electric Vacuum Transducer Coated : PTFE – Rust Free Display – Real time display of collector temperature Certification -CE Vacuum Indicator : Digital Vacuum Vacuum Seals : Made of Silicon Rubber Ultra Ultimate Vacuum (pump head) No. of Draying Ports : 12</p>	01		

NOT TO BE SUBMITTED WITH TECHNICAL DOCUMENT / BID