



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT/ENLISTMENT OF VENDORS
FOR SUPPLY OF Analytical GAS Cylinder "for SAIC, Tezpur University".
(ET-Eol-1399.....Dated 10-08-22)

Tezpur University invites Online Expression of Interest (Eol) for empanelment/enlistment of Company/Firm/Vendors etc. for supply of "Analytical Gas Cylinder for SAIC, Tezpur University".

Category	Particulars	Bidders to indicate their willingness for empanelment for the particular category in "Yes or No"
1	Commercial Nitrogen Purity 99.9% filled in 7cum gas cylinder	
2	Ultra High Pure Nitrogen Purity 99.99% filled in 7cum gas cylinder	
3	Commercial Oxygen Purity 98.5% filled in 7cum gas cylinder	
4	Pure Oxygen Purity 99.99% filled in 7cum gas cylinder	
5	Helium Purity 99.9995% filled in 7cum gas cylinder	
6	Argon Purity 99.9995% filled in 7cum gas cylinder	
7	Carbon-Di-Oxide Purity 99.9995% filled in 7cum gas cylinder	
8	Dissolve Acetylene Purity 98% filled in 6cum gas cylinder	
9	Nitrous Oxide Purity 99.995% filled in 7cum gas cylinder	
10	Zero Air Filled in 7cum gas cylinder	
11	Hydrogen Purity 99.9% filled in 7cum gas cylinder	
12	Liquid Nitrogen Purity 99.9%	

General Information about the Eol

Last date and time for submission of Bids: 31.08.2022 (2.00 PM)

Date and Time of opening of Bids: 01.09.2022 (2.00 PM)

Place of Opening of Bids: Tezpur University

Pratibha
10/8/2022
AR(GAD)/K



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ELIGIBILITY CONDITIONS:

1. The Bidder must have a Valid License for supply of Gas Cylinders of their own and have experience in the field for atleast three (03) years. Documentary evidence to be submitted/attached.
2. The selection criteria for empanelment/enlistment of dealers/firms would be based on percentage (%) of discount offered on MRP (Maximum Retail Price) inclusive of all taxes of the product.
3. The Bidder must have valid company's distributorship/dealership certificate/authorization certificate etc. of few companies. (Certificates to be attached/submitted)
4. Bank Details on letter head along with cancelled cheque to be provided.
5. The bidder should have valid PAN & GST registration etc. in India or any regulatory requirement in this region.
6. The bidder must have a minimum average Annual Turnover of Rs. 25 Lakhs during last three financial years.

TERMS AND CONDITIONS:

1. A non-refundable participation fee of ` 500.00 (Rupees Five Hundred) only must be paid only by Demand Draft drawn in favour of Registrar, Tezpur University payable at Tezpur.
2. Any EoI not accompanied by required Tender/Participation Fee shall be deemed to be invalid and will be rejected by Tezpur University.
3. The vendor from the empanelled list winning specific quotation will be responsible for supplying the items in required quality and quantity.
4. The decision of Tezpur University on both the empanelment and award of specific order shall be final and no queries or appeal for review shall be entertained.
5. Tezpur University reserves the right to cancel the panel and a specific job at any time without assigning any reason, thereof.
6. Tezpur University also reserves the right to restrict the opportunity to bid for supply of a specific Gas to a limited number of vendors in the panel.
7. Tezpur University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Tezpur University, in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of Tezpur University.
8. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Tezpur University.
9. The empanelment may be initially for a period of three (03) years, which may be extended further.
10. Performance of the supplier/firm will be reviewed periodically and for those whose services are not satisfactory, the University reserves the right to remove the agency from the empaneled list. Further, **Non-complying to the terms and conditions mentioned in the purchase order(s) may lead to black listing of the suppliers and forfeiture of Security Deposit.**
11. The University shall not have any obligation to award work compulsorily to any one empaneled/enlisted.
12. During the period of empanelment, the empaneled supplier/firm shall not assign or sublet their rights and benefits under this agreement.

Pratibha
Registrar



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13. Proposals received late, received via other means & conditional or not conforming with the above conditions or not complete in all respects will be rejected.
14. Tezpur University shall not be held responsible for any loss on transit and non- receipt of participation fees.
15. Deliveries not made within the specified time mentioned in the orders may attract penalties/actions as per Govt. of India's General Financial Rules.
16. Payment will be made after satisfactory execution of order as per terms and conditions of the supply order.
17. No advance payment will be made.
18. The bidders must provide an undertaking stating the acceptance of all terms and conditions of this EoI document.

INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it

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Registrar (GA) i/c



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- can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
 15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
 16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
 17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
 18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
 19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
 20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
 21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
 24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.

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29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.

For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

Assistant Registrar-GA, i/c
Tezpur University