



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road, New Marine Lines, Mumbai-400 020

Tel : 26604706/22031879

NOTICE DETAILS

Tender Reference no.	CA&IT/ FSN /2016-17
Name of Work / Item	E-TENDER DOCUMENT FOR LEICA TOTAL STATION
Cost of blank tender document & Mode of Payment	Rs. 1000/- (Non-refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage
EMD Amount & Mode of Payment	Rs.50,000/- (Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.
Venue of online opening of tender	SNDT Women's University, Juhu Road, Santacruz (West), Mumbai-400049.
Address for Communication	Registrar, S.N.D.T. Women's University, 1, N.T. Road, New Marine Lines, Mumbai-400 020.
Contact Telephone & Fax Numbers	022 – 22031879, 022 - 26604759
e-Tendering Helpline Support: Monday to Friday - 09:00 AM - 08:00 PM Saturday - 09:00 AM - 06:00 PM	Telephone: 020 - 3018 7500 Email: support.gom@nextenders.com

SECTION-I: INVITATION:

The University intends to procure the Leica Total Station as detailed in specification, for it Post Graduate Department of Geography at Pune campus. The bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid. The University reserves the right to reject the bid in whole without assigning any reason thereof.

I(i) Specifications:

Leica Total Station

Model: TS 02- 5, with Accessories.

Accuracy 5" ,Total Station with Laser plummet, 1 keyboard, user manual and container, Tribrach GDF111-1 BASIC, Wooden Tripod GST05, telescopic, with polymer coating and accessories. Charger GKL 211 with Adaptor Lithium-Ion, Battery GEB211, 7.4V/2.2Ah, rechargeable without optical plummet, pale green/red, Circular prism GPR111 BASIC, with holder and target plate , Reflector pole GLS11, telescopic, with circular bubble, cm and ft graduation, extends to 2.15m, GEV 189, Data transfer cable, Lemo to USB connector, 2.0m. Connects TPS / DNA to PC for data transfer. PC driver and user manual included on CD. Flex office standard software.

SECTION-II: **e-TENDER TIME SCHEDULE**

Please Note: All bid related activities (Process) like tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

Sr. No.	Activity	Performed by	Start		Expiry		Duration
			Date	Time	Date	Time	
1	<i>Release of Tender</i>	<i>Department</i>	<i>27-02-2017</i>	<i>11.00</i>	<i>27-02-2017</i>	<i>17.00</i>	<i>----</i>
2	Tender Download	Bidders	27-02-2017	17.01	14-03-2017	17.00	
3	Bid Preparation						
4	<i>Superhash Generation & Bid Lock</i>	<i>Department</i>	<i>14-03-2017</i>	<i>17.01</i>	<i>15-03-2017</i>	<i>17.00</i>	

5	Control Transfer of Bid	Bidders	15-03-2017	17.01	16-03-2017	17.00	
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6	Envelope 1 Opening	Department	17-03-2017	17.01	17-03-2017	17.00	
7	Envelope 2 Opening						

**Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

SECTION-III: GENERAL INSTRUCTIONS TO THE BIDDERS:

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra**:
<https://maharashtra.etenders.in>

The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://maharashtra.etenders.in>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

e-Tendering Tool Kit for Bidders (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment such as **Net Banking, Debit Card and Credit Card** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment such as **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of Rs. **1063/-** (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (SifyNexTenders) at the time of entering **Online Bid Submission** stage of the tender schedule.

If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering Help Desk on number: **020 – 3018 7500 (Pune Helpline)**, Email: support.gom@nextenders.com

For a bidder, online bidding process consists of following 3 stages:

- 1. Online Tender Document Purchase and Download*
- 2. Online Bid Preparation*
- 3. Online Bid Submission*

All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.

PURCHASE AND DOWNLOADING OF TENDER FORM:

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://maharashtra.etenders.in>. Tender document and supporting documents may be purchased and downloaded from following link of <https://maharashtra.etenders.in> on e-Tendering website of Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making payment through **Online Payment Modes i.e. Net Banking, Debit Card and Credit Card**. Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Note - The Tender form will be available online only. Tender forms will not be sold / issued manually from SNDT Women's University office.

PREPARATION & SUBMISSION OF BIDS

Both the Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

Online Bid Preparation

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

TECHNICAL BID

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded. These documents need to be digitally signed by individual contractor's digital signature and uploaded during **Online Bid Preparation stage**.

The list of documents for Technical Envelope is as follows:

Sr. No.	List of Documents	Compulsory / Additional
1.	Name & Address with proof	
2.	Scan copy of work experience Certificate valid permission	
3.	Certificate of dealership, if applicable	
4.	Sales Tax VAT Number	
5.	Shop Act Licence Number	
6.	I T PAN / TAN Number Certified scan copy of turnover document	
7.	Scan copy of list of clients	

COMMERCIAL BID

Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope.

Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage by generating the Hash Values for T1 and C1. Post this, system won't allow him/her to make any further changes or modifications in the bid data.

All financial offers must be prepared and submitted online (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid Preparation** stage).

Any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope. Once a bidder successfully completes the Bid Preparation stage (by generating the Hash Values for T1 and C1), system won't allow him/her to make any further changes or modifications in the bid data.

ONLINE BID SUBMISSION

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.

INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of Bid Preparation, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of Bid Preparation should be completed within the pre-scribed schedule given for bid preparation.

After Bid Preparation, the bidders are required to complete Bid Submission activity within pre-scribed schedule without which the tender will not be submitted.

Interested contractors / bidders will have to make online payment (using credit card/debit card/net banking/Cash Card) of Rs. 1058/- (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (SifyNexTenders) at the time of commencing Online Bid Submission stage of the tender schedule.

Non-payment of processing fees will result in non submission of the tender and Department will not be responsible if the tenderer is not able to submit their offer due to non- payment of processing fees to the e-tendering agency.

Detailed list of different modes of online payment to e-tendering service provider (E-Payment Options) has been provided under E-Tendering Toolkit for Bidders section of <https://maharashtra.etenders.in> .

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The tenderer will not be communicated separately regarding the amendment.

OPENING OF TENDERS :

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure. The bidders or it's duly authorised representatives can be present, if they wish. The bidder/ representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

TECHNICAL ENVELOPE (T1):

First of all, Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid the tenderer should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

ENVELOPE NO. 2 :- (Financial Bid)

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only. The tendered rates shall then be read out in the presence of bidders who remain present at the time of opening of **Price Bid**.

Final List of Documents to be uploaded Online:

The following documents should be uploaded by the bidders in the form of PDF Files in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage.

Sr. No.	List of Documents	Compulsory / Additional
1.	Name & Address with proof	
2.	Scan copy of work experience Certificate valid permission	
3.	Certificate of dealership, if applicable	
4.	Sales Tax VAT Number	
5.	Shop Act Licence Number	
6.	I T PAN / TAN Number Certified scan copy of turnover document	
7.	Scan copy of list of clients	

Note: During **Online Bid Preparation**, apart from the above mentioned documents, if any need arises to upload additional documents in Technical Envelope, an option of '**Upload Additional Documents**' has been provided in the e-Tendering software which will be available to bidders during **Online Bid Preparation** stage.

SECTION : IV: TERMS AND CONDITIONS:

- 1 All inclusive rates are to be quoted. That is to say, the rates to be quoted should be inclusive of all taxes and levies. No request for any extra payment on any account will be considered later on.
- 2 Tenders incorporating additional conditions are liable to be rejected.
- 3 The items ordered will have to be delivered to the University's conducted colleges in at the Chuchgate and Santacruz campus FREE OF COST, as per the delivery schedule.
- 4 No payment will be made for rejected items, which do not confirm to the specifications stipulated. Such items will have to be replaced by the concerned suppliers at their own risk and cost and to the satisfaction of the University.
- 5 Bills for the items ordered and supplied shall be submitted in DUPLICATE only after all the items ordered are supplied. Payment of the bills will be made by means of a crossed cheque, within 30days from the date of receipt of bills.
- 6 It is compulsory to quote the rates for each & every item shown in the list. All the columns in the tender form should be filled in figures and words. The different items can be ordered from different parties depending upon the price. The SNTD Women's University, Mumbai reserves right to accept rates per item basis.
- 7 Tenders, which do not fulfill all or any of the above conditions or incomplete in any respect, are liable to be rejected.
- 8 The tender received without the above documents or any one of the above documents are liable to be rejected.
- 9 The Registrar, S.N.D.T. Women's' University, reserves the right to accept/reject any/all tender/s partially or wholly without assigning any reasons.

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Contractor accepts the Terms and Conditions included herein, unless the Contractor notifies his objections.

SECTION-V: FINANCIAL BID

Sr. No	Name of equipment	Quantity	Specifications	Costs inclusive of all taxes
1.	Leica Total Station	01	Model: TS 02- 5, with Accessories. Accuracy 5" ,Total Station with Laser plummet, 1 keyboard, user manual and container, Tribrach GDF111-1 BASIC, Wooden Tripod GST05, telescopic, with polymer coating and accessories. Charger GKL 211 with Adaptor Lithium-Ion, Battery GEB211, 7.4V/2.2Ah, rechargeable without optical plummet, pale green/red, Circular prism GPR111 BASIC, with holder and target plate , Reflector pole GLS11, telescopic, with circular bubble, cm and ft graduation, extends to 2.15m, GEV 189, Data transfer cable, Lemo to USB connector, 2.0m. Connects TPS / DNA to PC for data transfer. PC driver and user manual included on CD. Flex office standard software.	
			Grand total	
			Taxes, if any	
			Grand Total	