

# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-23(2019-20)



## e-tender for Purchase of Psychological Tools

Release Date : 04.11.2019

Last Date : 25-11-2019, 3:00PM

Opening Date : 26-11-2019; 3:00PM

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: [procurement@cup.edu.in](mailto:procurement@cup.edu.in), Tel/Fax: 0164-2864155,

Name and signature of Authorized person

## GUIDELINES FOR PREPARATION AND SUBMISSION OF TENDER

### 1. Procedure for preparation of tender:-

- a) Prepare the tender document in order of the checklist attached at Annexure. The checklist should be on top of the bid. All other annexures must follow in the same order within each envelop as specified in checklist. If the tender is not as per format, the same may be rejected without any further communication.

### 2. Procedure for Submission of tender: Bids shall be submitted **online only**.

#### A) Online tender submission:

- a) Online bid should be submitted at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.
- b) The documents to be submitted in their bid may be scanned with 100 dpi with black and white option which helps in fast uploading.
- c) **The bidding process is online i.e. All Mandatory document as mentioned in tender document and Financial bid (2 envelope system) must be submitted online.** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.

Name and signature of Authorized person

### Checklist

Sr. No.	Documents to be attached with the online bid	Yes/ No
1.	Acceptance to General and Financial terms and Conditions	
2.	Application form as per Annexure -1 on bidder/supplier letter head.	
3.	Certificate by the Supplier as per Annexure -2	
4.	Certified copy of terms and conditions/complete tender document signed and stamped on each page.	
5.	Catalog or product detail as applicable	
6.	Copy of PAN, GST etc.	
7.	<p>Price Bid in the provided format (BoQ) <b>as per Annexure (Make), please submit rates as per BoQ only.</b> Format of BOQ (Bill of Quantity) available on CPPP. This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.</p> <p>Prices quoted must be inclusive of all taxes, delivery charges, discount etc i.e. only final price to be mentioned in these columns inclusive GST@5% and custom duty (if any)</p>	<b>Online on CPPP only.</b>

Name and signature of Authorized person

## GENERAL AND FINANCIAL TERMS AND CONDITIONS

1. The bids shall be opened at the University campus as per given schedule in presence of university officials. If the bid opening day happens to be official Holiday, then the bids will be opened on the next working day. Bidders (if desired), may be present at time of bid opening.
2. The bids received with misleading information will be out-rightly rejected. However, in those cases where required documents are not submitted or tender is incomplete in any respect, Central University of Punjab, Bathinda, reserves the right to reject such tenders without forwarding any messages to concerned supplier / company or may ask them to submit the same within stipulated time.
3. University reserves the right to accept or reject any or all quotations without assigning any reason. Conditional bids, shall not be considered.
4. Wherever applicable, the manufacturing company must have quality certificate for specified quality standards, issued by Competent Authority of Government of India (e.g ISI/ISO 9001: 2000/ Ministry of agriculture, Food and Drug Authority, DGS&D etc.) and must be submitted along with the quotation.
5. University reserves the right to increase or decrease the quantity at the time of Purchase order.
6. **Prices:** Prices should be FOR inclusive of all taxes and all other expenses i.e. only final price to be quoted in the relevant column of price bid.
7. **Validity:** The prices quoted should be valid till six months provided the GST/Custom duty remains same.
8. **Concessional GST:** Central University of Punjab is a Research Institute other than Hospital Registered under Department of Scientific and Industrial Research (DSIR), Govt. of India and is entitled to avail concessional rate of Goods and Service Tax (GST) in terms of Ministry of Finance notification 47/2017 – Integrated Tax Dated 14.11.2017. University is eligible for concessional GST@5%. University will provide certificate in this regard if specifically asked for.
9. **Custom Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is required to get the consignments cleared on behalf of the University. The admissible duties, as applicable, will be reimbursed to the Supplier on production of documentary evidence of such payment made. In case of direct supply by overseas Principal/OEM, the equipment should come straight from the nearest Port/Airport to the

Name and signature of Authorized person

University and not be taken to any local warehouse/Godown. In case of inspection by the Customs, legible seal of Custom Officials should be present along the tearing of consignment.

10. **Supply time: The Supply period for non-import items will be 4 weeks from date of issue of purchase order.** The supply must be in one lot. No piecemeal supply will be accepted normally but in exceptional cases it may be allowed on request of the supplier/bidder.
11. **Penalty for non/late delivery of material:** The supply must be within delivery period mentioned in the order. In case of late delivery, penalty charges at rate of 1% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% will be deducted from final payment. In case of further delay after 10 weeks, the order maybe cancelled as decided by University official. The supplier by the University may be barred for any further purchase dealing with them.
12. **Terms of Payment-100%** Payment will be released through RTGS/by cheque after receipt of the satisfactory report of the inspection committee/ committee of experts regarding receipt with regard to receiving of material(s) in one lot, in good condition, and installation (if applicable).
13. The supplier/bidder has to supply the material against any order in good condition. If it is received in damaged condition or found to be defective at the time of use, the supplier/bidder will be responsible and such items are to be replaced at their risk and cost or University reserves the right to cancel the order in such case.
14. The supplier/bidder has to send the acceptance of Purchase Order within 3 working days of receipt of the purchase order by email as scanned copy (**procurement@cup.edu.in/so.store@cup.edu.in**). The original acceptance should be submitted along with Invoice/Bill. In case of non-receipt of acceptance within 3 working days after receiving copy of purchase order, Purchase order may be cancelled and for future no business dealing will be done with the supplier/bidder as decided by University.
15. You are required to inform exact date of delivery of the material on Email: so.store@cup.edu.in at least 3 working days in advance to the delivery of material. University will bear no responsibility for the material sent through courier, transport etc. The supply will not be accepted if dispatched without this information.
16. Working days are Monday to Friday (Saturday and Sunday are holidays). Please coordinate with the University Stores @ 0164-2864150 for the confirmation of working days (declared holiday of GOI).
17. **Arbitration:**
  - a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date)

Name and signature of Authorized person

and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.

b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.

c. The work under the contract shall, if reasonable possible continue/during the arbitration n proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.

18. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

19. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

**Certificate by the bidder/supplier**

**I have read the complete tender document and submitting my bid as I agree with all the terms and conditions of this tender document.**

**I will abide by all terms and conditions of this tender document and the related annexures.**

**Signatures**

**Name.....**

**Seal/Stamp.....**

Name and signature of Authorized person

**APPLICATION FORM**

**(TO BE FILLED COMPLETELY AND PLACED IN FIRST ENVELOPE)**

1. Contact details of the bidder/supplier:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. PAN and GST Number:

**Signatures of Authorized Signatory**

**Name of Signatory**

**Designation**

**Seal**

Name and signature of Authorized person

**Annexure-2**

**CERTIFICATE BY THE SUPPLIER**

I \_\_\_\_\_ (Proprietar/Partner/Director of \_\_\_\_\_(Name of firm)  
hereby certify that:-

1. Prices being charged from Central University of Punjab, Bathinda are not higher than the prices charged from other Govt./Semi-Govt./Private/ Autonomous/Similar Institutions. If at any stage, discrepancies are found in quoted rates to Central University of Punjab, Bathinda, we hereby agree to pay back equivalent amount along with interest there @18% per annum to the Central University of Punjab, Bathinda.
2. The chemicals/goods/instruments supplied are original of same manufacturer as asked in the tender. I/we shall be fully liable for any duplicacy.
3. If at any time any of the above issues arises, I \_\_\_\_\_ (Name) (Proprietar/Partner/ Director) know that University has right to cancel my order/stop payment/ impose penalty /cancel bussiness dealings for future including blacklisting of the bidder/supplier.

**Name of Signatory**

**Signatures of Authorized Signatory**

**Designation**

**Seal**

**Place:**

**Date:**

Name and signature of Authorized person



## Annexure-A

## LIST OF ITEMS

S. No.	Name of the test	No. of units required
01	Verbal Discrimination Learning	01
02	Altruism Scale	01
03	Aggression Scale	01
04	Sociometry Scale (English)	01
05	Skinner Box	01
06	Span of Attention (Tachistoscope, Fall Door Type) with Cards	01
07	Shuttle Box	01
08	Depth Perception Instrument (Mechanical)	01
09	GSR Biofeedback Apparatus	01
10	Phi-Phenomenon Apparatus	01
11	Tachistoscope (Electronic Apparatus)	01
12	Mirror Drawing Apparatus (Digital-Transfer of Training )	01
13	Stroop Colour Test (Adults)	01
14	Reaction Time Apparatus	01
15	Mental Imagery Test	01
16	Big Five Personality Inventory	01
17	16 P.F. Questionnaire Form A+B+C+D+E ( 15 yrs +) (All Forms)	01
18	Emotional Intelligence Scale (adults)	01
19	Memory Drum -Digital	01
20	Rod and Frame Test	01
21	Clinical Assessment	01
22	P. G. I. General Well-being Measure (PGIGWB) (For adults)	01
23	Optimistic Pessimistic Attitude Scale (OPAS)(13 to 25 years)	01
24	Organizational Effectiveness Scale	01
25	Organizational Climate Scale	01
26	Learning Organization Scale	01
27	Multidimensional Aptitude Battery-II - MAB (16+ yrs)	01

Name and signature of Authorized person