

# UNIVERSITY OF MUMBAI



## Department of Chemistry, (Autonomous) University of Mumbai, (UDC-MU),

Department of Chemistry, Lokmanya Tilak Bhavan,  
University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400 098, India.  
Tel: (022) 26543353/4, Fax: (022) 26535385 Email: [chem.office@chem.mu.ac.in](mailto:chem.office@chem.mu.ac.in)

### E-TENDER NOTICE

For

Name Of Work: "Supply of HPLC for the year 2016-2017".

<https://dhe.maharashtra.etenders.in>

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E-Tender Notice No.: UDC/2168/2016-17/ dated-16<sup>th</sup> February, 2017

University of Mumbai invited Online-Tender of "Supply of HPLC"

Sr. No.	Tender Form Fees	EMD	Validity of e-Tender	Prebid Meeting	Technical Bid Opening date & time
1.	Rs.3, 000 /- (Rs. Three thousand only)	Rs.50,000 (Rs. Fifty thousand only)	120 days	-----  <b>Venue:</b> Department of Chemistry Lokmanya Tilak Bhavan, University of Mumbai Vidyanagar Santacruz (E) Mumbai 400098, India Tel: (022) 26543353/4 Fax(022) 26535385	Date:09-03-2017 at 11.00to17.30Hrs

#### Schedule for Tenders:

Tender Download Period : 20-02-2017, 10.00 Hrs to 06-03-2017, 13.00 Hrs

Online Bid Preparation & Submission Period : 20-02-2017, 10.00 Hrs to 06-03-2017, 15.00 Hrs

Online Bid Decryption & Re-encryption Period : 06-03-2016, 17.31 Hrs to 08-03-2017, 17.00 Hrs

#### Note:

- All the Eligible Tenders need to be registered on <https://maharashtra.etenders.in> to get user id and password and to download the documents for online Bid Preparation and Online bid Decryption and Re-encryption <https://dhe.maharashtra.etenders.in>
- All the tenders are necessary to purchase Digital Certificate of Class II or Class III to do e-Tendering Digital Certificate forms are available on <https://maharashtra.etenders.in>
- Fore-Tendering Helpline : Cal 1 On 020-30187500 or email Id : [support.gom@nextenders.com](mailto:support.gom@nextenders.com)
- UNIVERSITY OF MUMBAI reserves every right to cancel the tender in whole or in part.

Sd/-  
Registrar  
Mumbai-400032.

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## INVITATION OF TENDERS

1. UNIVERSITY OF MUMBAI invites online tenders for of supply of HPLC, detailed terms and conditions and schedule of the goods/materials are provided in the tender documents.
2. Interested Tenderers may download further information and Tender Documents from <https://dhe.maharashtra.etenders.in>. If any contractor has any query regarding e-Tender, he/she can contact or email on 020-30187500, support.gom@nextenders.com
3. A complete set of Tender Documents may be purchased @cost of Rs.3,000/- (Rs. Three thousand only) which is not refundable, by the authorized representative, online on <https://dhe.maharashtra.etenders.in> by using Debit Card/Credit Card/ Net Banking. The tender document will be available from date 20/02/2017, 10.00 hrs to 06-03-2017, 13.00 hrs at the above address.
4. All tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs.50,000/- (Rs. Fifty thousand only) should be paid online only by using Debit Card/ Credit Card/ Net Banking/ RTGS/ NEFT. In case of any exemption claim, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/Pay Order or without EMD will not be considered and will be rejected out rightly.
5. UNIVERSITY OF MUMBAI will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of UNIVERSITY OF MUMBAI.
6. The tender will be in two Envelopes, Envelope-I will contain technical bid, Envelope-II will contain price bid.
7. Last date for submission of Technical & Price Bid is 06/03/2017 at 15.00 hrs
8. Bid of Technical Envelope-I will be opened on 09/03/2017 at 11.00 hrs at the office of the Head, Department of Chemistry, University of Mumbai.
9. All the contractors have to purchase Class II or Class III Digital Certificate and should be having two pairs.  
1. Sign Verification 2. Encryption/Decryption
10. All the contractors have to Submit/Upload their documents in PDF or jpg format.
11. All the contractors have to complete tender download, Online Bid Preparation and hash submission and online Bid Data Decryption and Re-encryption otherwise contractor will not get qualified for technical bid and commercial bid opening.

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**Schedule of e-Tender**

P4-OfIL/e-T/PRAC-3

<b>Seq. No.</b>	<b>DHE Stage Release of tender</b>	<b>Vendor Stage</b>	<b>Start Date &amp; Time</b>	<b>Expiry Date &amp; Time</b>	<b>Envelopes</b>
1	Release of tender	-	18-02-2017 at 11.00 Hrs	18-02-2017 at 17.30 Hrs	Envelope-1 Envelope-2
2	-	Down load of bidding document	20-02-2017 at 10.00 Hrs	06-03-2017 at 13.00 Hrs	
3	-	Online bid preparation and submission	20-02-2017 at 10.00 Hrs	06-03-2017 at 15.00 Hrs	Envelope-1 Envelope-2
4	Close for Technical Bid		06-03-2017 at 15.01Hrs.	06-03-2017 at 17.30Hrs.	Envelope-1,
5	Close for Financial Bid		06-03-2017 at 15.01Hrs.	06-03-2017 at 17.30Hrs.	Envelope-2
6		Control Of Transfer	06-03-2017 at 17.31Hrs	08-03-2017 at 17.30Hrs	Envelope-2 Envelope-1,
7	Opening technical bids		09-03-2017 at 11.00Hrs	09-03-2017 at 17.30Hrs	Envelope-1,
8	Opening financial bids		14-03-2017 at 11.00Hrs	14-03-2017 at 17.30Hrs	Envelope-2



E-Tender Notice No.: UDC/2168/2016-17/ dated- 16<sup>th</sup> February, 2017

## Part A-Terms and Conditions

**Envelope No.1**  
(Technical Bid)

### Terms and Conditions of Supply:

The tender document along with terms & conditions are available for sale on <https://dhe.maharashtra.etenders.in>.

1. Tenderer/Bidders shall submit the following documents along with their tender and **be placed in the Technical Bid Envelope i.e. Envelope No. 1)**.
  - a) Income-Tax clearance certificate from the Income-Tax Officer concerned, certifying that the tenderer has cleared all the Income –Tax dues.
  - b) Tenderers should be either manufacturer or authorized dealer of the said equipment and should submit the proof for the same. Also, the Tenderers should state whether they are a Proprietary Firm, Partnership Firm or a Private/Public Limited Company and furnish the proof of the same. If the tenderer is a partnership firm, the necessary partnership deed, disclosing the names of all partners and their interest in the firm shall be enclosed.
  - c) Tenderer should enclose the list of names of the organizations and laboratories to which similar equipment has been supplied and a certificate to the effect that the performance of the supplied equipment was satisfactory.
  - d) Sales Tax Registration No. / VAT Reg. No.
  - e) Technical specifications offered by the Supplier.
  - f) Proprietary certificate
  - g) The authority to sign the tender document shall be submitted invariably by the tenderer.
  - h) Affidavit on Rs. 100/- Stamp Paper
  - i) Declaration on Stamp Paper as per format given in the tender document.
  - j) Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document part B.

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2. Supplier should read carefully all the instructions and terms and conditions, etc., before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately
3. The offers made by the suppliers shall be open for acceptance for 120 days after the last date of submission of tender.
4. The quotation shall be opened by the Head, Department of Chemistry in his office on 09/03/2017. The tenderers or their authorized representatives shall be allowed to be present at the time of opening of the tenders.
5. In case of imported items / equipments the rates should be quoted in the light of exemptions enjoyed by educational institutions. The University is exempted from payment of Customs/Excise duty, Octroi; and the necessary certificates / forms can be issued by the University.
6. Technical specifications of the instrument are given in the Annexure of these papers (Part B).
7. The delivery time of instrument / equipment should be clearly mentioned in the tender. No extension shall be granted to the contractors / suppliers for the period of delivery mentioned in the tender, under any circumstances.
8. If the supplier fails to deliver the article as per the delivery schedule, the University of Mumbai shall be free to procure the balance / undelivered supply, at the risk and cost of such supplier.
9. The goods, article, material supplied by the contractor shall be accepted after inspection by an officer authorized by the competent authority. No article / material which do not conform to the specifications laid down in the terms and conditions or damaged in transit or otherwise, shall be accepted.
10. The bills of the suppliers shall be paid by the University after all the article/ material/ instrument / equipment have been received, inspected as above.
11. Service Support should be from Factory trained Engineers; specifying the no. of Engineers with their names, mobile numbers, base location, Response time, etc.
12. **Supplier should give free service at least for three years after the warranty is over.**
13. Undertaking from the manufacturer that parts will be made available at least for next ten years even after discontinuation of the supplied model is necessary.
14. **A list of spares/consumables required for hassle free functioning of the instrument for at least two years should be included.**
15. Supplier should have at least five orders from Institutions/Laboratories/Industry in the past three years (copies of the PO to be attached).
16. The detailed operational training should be provided by the competent Engineers during the time of installation.

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17. As the supplier shall be responsible for the supply and installation of the material at the Department of Chemistry, University of Mumbai; the cost towards loading/unloading, insurance, etc. shall be borne by the suppliers.
18. Without any purchase commitment, inspection/demonstration should be arranged at the cost of the supplier for the quoted material at two places in Mumbai.
19. In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier and forfeit the EMD/Security Deposit of the supplier.



## Part B – Specifications

**Envelope No.2**  
(Financial/Price Bid)

Item no	Description of goods With details of specifications	Number/ quantity	Price/ Rate per Unit in Rs	Taxes In Rs.	Duties In Rs.	Etc In Rs.	Total In Rs.
1	Supply of HPLC	1					

Note :

1. Rate should be quoted online only
2. The Rates shall be FOR/CIF, at destinations/godowns/places indicated in the supply order
3. Tenderers are advised to read carefully the Terms and Conditions of supply and the Instructions to the Tenderers" before recording the rates in this schedule



## Specifications

### Supply of HPLC

#### SPECIFICATIONS FOR SUPPLY OF HIGH PERFORMANCE LIQUID CHROMATOGRAPHY

*Front end HPLC system to be used with mass spectrometer and hence should be compatible with the mass spectrometer to be procured.*

1. Solvent Delivery System for Analytical & Semi-Prep Flow Rates
2. On-line Degasser
3. Autosampler with sample cooler
4. Column Oven
5. Photo Diode Array Detector
6. System Controller
7. Software to function as standalone HPLC

#### 1. Solvent Delivery System for Analytical flow rates

- It must be a high speed double micro-plunger in-parallel pump with automatic pulsation correction mechanism achieving pulse-free solvent delivery.
- It should have a flow rate resolution of 100 nl/min
- The flow rate should be settable between 0.0001 to 5.0000 ml/min from micro to semi-preparative flow rates without any hardware changes
- Flow rate accuracy should be  $\pm 1\%$  or  $\pm 2 \mu\text{l}/\text{min}$  of set value whichever is larger
- Flow rate precision must be less than  $\pm 0.06\%$  RSD
- Pressure setting range should be 6000psi or better
- Pressure pulsation must not exceed 0.3 bar (0.03MPa)
- The gradient formation should be produced through binary high pressure gradient mixing
- The precision of composition must be less than 0.1% RSD
- It should employ active check valves that allow stable delivery of even non-polar organic solvents such as hexane
- Automatic rinsing of plunger must be available
- It should be capable of standalone operation
- It should be supplied with reservoir tray with 4 solvent bottles complete with fittings
- It must have a leak sensor as safety feature.
- It should have functions for maintenance and validation which are accessible by a dedicated operation button

#### 2. Degassing Unit

- Membrane degassing unit for 5 flow lines
- An internal capacity of 400  $\mu\text{l}$  per flow line should be available for decreasing the time
- It must have a leak sensor as a safety feature
- Self-cleaning capability that extends vacuum pump life by drawing in air when the pump is running
- The liquid contact surfaces of the degasser should employ special synthetic polymers designed for all solvents





### 3. Autosampler

- Sample injection volume should be variable between 0.1  $\mu\text{l}$  to 100 $\mu\text{l}$ .
- Injection system should be variable injection volume type with zero sample loss during injection
- It must be capable of fast injection time of 10 sec/sample
- Number of samples to be processed automatically, random access up to 175 positions for 1ml vial volume, 70 for 1.5ml, 50 for 4ml, 192 for 2X96 wells microtitre plates, 768 for 2 X 384 wells microtitre plates, 192 for 2 X 96 wells deep-well plates.
- Flow line rinse capability both before and after sampling should be possible
- It must be capable of a carry-over no more than 0.0025 %
- Injection volume accuracy within 1%
- The injection precision should be less than 0.3% of RSD value
- Autosampler should have cooling capability with block heating/cooling which can be used with dehumidifying function having temperature range of 4° to 40°C
- It should have a leak sensor, automatic rack and vial as safety feature
- It should be capable of coupling to an automatic rack changer in the future for high throughput analysis
- Supply of at least 100 sample vials of 1.5ml capacity, complete with caps and septa should be included

### 4. Column Oven

- It should be forced-air circulation type for uniform temperature distribution with electronic cooling provision
- The temperature range should be from 10°C below ambient to 85°C
- Temperature control precision should be  $\pm 0.1^\circ\text{C}$
- The oven should have temperature limit device and temperature fuse & a solvent leak sensor
- It should have storage capacity for upto 2 manual injectors, gradient mixer, 2 high-pressure flow-line selection valves.
- It should be supported with linear temperature program

### 5. Photodiode Array (PDA) UV-Vis Detector

- The wavelength range should be 190 nm - 800 nm
- The photo-diode array detector should have 512 elements and an element resolution of 1.2nm/element must be available.
- The detector must have 2 modes of operation using a variable slit: High Resolution mode at a slit width of 1.2nm and a High Sensitivity mode at a slit width of 8nm
- A Conventional flow cell [10  $\mu\text{L}$  volume, 10 mm cell path length, 12 MPa pressure max.] with temperature control should be available
- The flow cells must be temperature controlled from ambient  $\pm 5^\circ\text{C}$  to 50°C
- Wavelength accuracy should be  $\pm 1$  nm
- A deuterium lamp [D2] and a Tungsten lamp [W] should be available as Light Source for UV and visible wavelengths respectively.
- The selection of light source must be flexible to select D2, W or both [D2 +W] the lamps for analysis (3 modes)
- The Drift must be smaller than  $5 \times 10^{-4}$  AU/Hour or better
- The Noise Level must be smaller than  $0.6 \times 10^{-5}$  AU or better
- Linearity should be equal or more than 2.0AU (ASTM method)



- It should have automatic wavelength accuracy check at 4 wavelengths (UV & Vis) & wavelength correction
- It should have a self-aligning mechanism for the light sources and cell.
- Light sources and cell should be accessible from the front for easy maintenance.

#### **6. System Controller**

- It should function as a communication bus module with data buffering capability
- It should acquire up to 24 hours for one analysis, at 500ms sampling rate
- It must be controllable from a web-based interface via a network. It allows the system to be controlled, monitored and maintained via Internet Explorer Web browser
- It must be compatible with wireless networking

#### **7. Software**

- A suitable software to run the HPLC as a standalone unit should be included

#### **8. Miscellaneous**

- One C-18 HPLC column (150mm X 4.6mm X 5um) shall be supplied with HPLC system
- Onsite training as well as training at suppliers customer support centre for 4 persons from our department/institute shall be provide without any additional cost (excluding travel/lodging). Technical support as well as Application support for department/institute shall be provided as & when required without any additional cost.
- All requirements for smooth installation of HPLC system shall be furnished in complete detail by the supplier.

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(Executive Magistrate/Notary Public.)

**AFFIDAVIT**

I, \_\_\_\_\_ (Name of Contractor/Authorized person), Aged about \_\_\_\_\_ years, residing at \_\_\_\_\_

\_\_\_\_\_ (Postal Address) do hereby swear this affidavit that, I am the proprietor/Partner of \_\_\_\_\_ (Name of company/firm) Registered at \_\_\_\_\_.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of-----are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No.1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place :- \_\_\_\_\_

Date :- \_\_\_\_\_

E-mail \_\_\_\_\_

Mobile No \_\_\_\_\_



**DECLARATION OF THE CONTRACTOR**

I/We hereby declare that I/we have made myself /ourselves thoroughly conversant with the local conditions regarding all materials and labor on which I/we have based my/our rates for this tender. The specifications, and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the UNIVERSITY OF MUMBAI or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the laborers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

**Signature of Contractor**



## Guidelines to Contractors on the operations of Electronic Tendering System of UNIVERSITY OF MUMBAI

<https://dhe.maharashtra.etenders.in>

### A. Pre-requisites to participate in the Tenders processed by UNIVERSITY OF MUMBAI:

#### 1. Registration of Contractors on Electronic Tendering System on Sub – Portal of MUMBAI UNIVERSITY:

The Contractors **Non Registered** in MUMBAI UNIVERSITY and interested in participating in the e-Tendering process of MUMBAI UNIVERSITY shall be required to enroll on the Electronic Tendering System. To enroll contractor has to generate User ID and password on the <https://maharashtra.etenders.in>

Once the ID is generated the Contractor can login into the eTendering portal of Government of Maharashtra. The process of Enrolment is explained in Step

##### i) – Registration of New Contractors.:

**Registration** **Link** :  
<https://maharashtra.etenders.in/tnduploads/mah/pressnotices/RegistrationofContractorsOnline.pdf>

The Contractors may obtain the necessary information on the process of enrolment either from **Helpdesk Support Team: 020-30187500** or may visit the information published under the link **Enroll** under the section **E-Tendering Toolkit for Bidders** on the Main Portal of of the Electronic Tendering System for MUMBAI UNIVERSITY. i.e. <https://maharashtra.etenders.in>

#### 2. Obtaining a Digital Certificate:<https://maharashtra.etenders.in/mah/DigitalCerti.asp>

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a **Digital Certificate (Class – II or Class – III)**. This is required to maintain the security of the Bid Data and also to establish the identity of the Contractor transacting on the System. **This Digital Certificate should be having Two Pair(1. Sign Verification 2. Encryption/ Decryption)**

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Encryption Digital

Certificate which is used to encrypt the data / information and Signing Digital Certificate to sign the hash value during the **Bid Preparation and Hash Submission** stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Contractor loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per **Indian Information Technology Act, 2000**.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Government of

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Maharashtra as per **Indian Information Technology Act, 2000**. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

For information on the process of application for obtaining Digital Certificate, the Contractors may visit the section **Digital Certificate** on the Home Page of the Electronic Tendering System. The Contractor should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encipherment.

### 3. Recommended Hardware and Internet Connectivity:

To operate on the Electronic Tendering System, the Contractors are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

**Operating System Requirement: Windows XP – Service Pack 3**

**Windows 7 – Professional, Enterprise and ultimate Edition**

**Windows Vista – Business, Enterprise and ultimate Edition**

**Browser Requirement (Compulsory) : Internet Explorer Version.7 And Above**

### 4. Set up of Computer System for executing the operations on the Electronic Tendering System:

To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section **Mandatory Installation Components** on the Home Page of the System. The steps to install these Components are provided in section Step 1 – Instructions for New User.

**Mandatory Components Are :**

**1> Number To Word Conversion Utility 2>NxtCryptoSetupEtoken Utility(SHA2)**

The Utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the **eTendering Toolkit for Bidders** available online on the Home Page to understand the process of setting up the System, or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

**Mandatory Internet Setting :** <https://maharashtra.etenders.in/tnduploads/mah/pressnotices/User%20Guide.pdf>

### 5. Online Payment for Service Provider Fees:

In addition to the Tender Document Fees, Registration Fees and EMD payable to MUMBAI UNIVERSITY, the **Contractors will have to pay Service Providers Fees of Rs. 1,063/- through online payments gateway service available on Electronic Tendering System**. For the list of options for making online payments, the Contractors are advised to visit the link **ePayment Options** under the section **E-Tendering Toolkit for Bidders** on the Home Page of the Electronic Tendering System

i.e. <https://maharashtra.etenders.in>

**Steps to be followed by Contractors to participate in the e-Tenders processed by MUMBAI UNIVERSITY.**

#### 1. Preparation of online Briefcase

All Contractors enrolled on the Electronic Tendering System of Government of Maharashtra are provided with

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dedicated briefcase facility to store documents / files in digital format. The Contractors can use the online briefcase to store their scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Contractors are advised to store the relevant documents in the briefcase before starting the Bid Preparation and submission stage.

In Case, the Contractors have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Contractors advised to either create a single **.pdf or .jpg**file of all the documents of same type or compress the documents in a single compressed file in **.zip or .rar** formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Contractors are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

**Note :** Uploading of documents in the briefcase does not mean that the documents are available to **MUMBAI UNIVERSITY** at the time of tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation and Hash Submission stage as well as during Decryption and Re-encryption stage.

## **2. Online viewing of Detailed Notice Inviting Tenders :**

The Contractors can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by **MUMBAI UNIVERSITY** on the home page of **MUMBAI UNIVERSITY** e-Tendering Portal on <https://dhe.maharashtra.etenders.in> under the section Recent Online Tender.

## **3. Online Tender Fees To Download of Tender Documents:**

The Pre-qualification / Main Bidding Documents are available for free downloading. However to participate in the online tender, the bidder must purchase the bidding documents via online mode by filling the cost of tender form fee. i.e. **All the eligible contractors can make payment of Tender through online by using their Debit Card , Credit Card or Net Banking.**

## **4. Online EMD payment and Bid Preparation and submission of bid Hash (seal) of Bids**

Bid preparation will start with the stage of EMD Payment which bidder has to pay online using any one online pay mode as RTGS, NEFT or payment gateway. i.e.

**In this stage all the contractor will have to pay EMD online by using their Debit Card , Credit Card or Net Banking Or they can use NEFT/RTGS Options also**

For EMD payment, if bidder use NEFT or RTGS then system will generate a challan (in two copies) with unique challan No. specific to the tender. Bidder will use this challan in his bank to make NEFT/RTGS Payment via net banking facility provided by bidder's bank.

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Bidder will have to validate the EMD payment as a last stage of bid preparation. If the payment is not realized with bank, in that case system will not be able to validate the payment and will not allow the bidder to complete his Bid Preparation stage resulting in non participation in the aforesaid eTender.

Note :

\* **Relaisation of NEFT/RTGS payment normally takes 2 to 24 hours, so it is advised to make sure that NEFT.RTGS payment activity should be completed well before time.**

\* NEFT/RTGS option will be depend on the amount of EMD.

\* Help file regarding use of e Payment Gateway can be downloaded from e Tendering portal.

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of **MUMBAI UNIVERSITY**. The templates may be either form based, extensible tables and / or up loadable documents. In the form based type of templates and extensible table type of templates, the Contractors are required to enter the data and encrypt the data using the Digital Certificate.

In case Up loadable document type of templates, the Contractors are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

**Notes :**

- a. The Contractors upload a single documents or a compressed file containing multiple documents against each unloadable option.
- b. The Hashes are the thumbprint of electronic data and are based on one – way algorithm. The Hashes establish the unique identity of Bid Data.
- c. The Bid hash values are digitally signed using valid class – II or Class – III Digital Certificate issued any Certifying Authority. The Contractors are required to obtain Digital Certificate in advance.
- d. After the hash value of bid is generated, the Contractors cannot make any change / addition in its bid data. The bidder may modify bids before the deadline for Bid Preparation and Hash Submission as per Time Schedule mentioned in the Tender documents.
- e. This stage will be applicable during both. Pre-bid / Pre-qualification and Financial Bidding Processes.



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### **5. Close for Bidding (Generation of Super Hash Values) :**

After the expiry of the cut- off time of Bid Preparation and Hash Submission stage to be completed by the Contractors has lapsed, the Tender will be closed by the Tender Authority.

The Tender Authority from **MUMBAI UNIVERSITY** shall generate and digitally sign the Super Hash values (Seals).

### **6. Decryption and Re-encryption of bids (submitting the Bids online) :**

After the time for generation of super hash values by the Tender Authority from **MUMBAI UNIVERSITY** has lapsed, the **Contractors have to make the online payment of Rs. 1,063/-(882+Payment Gateway Charges+Service Tax) towards the fees of the Service Provider**. After making online payment towards fees of Services provider, the Contractors are required to decrypt their bid data using their Digital Certificate and immediately re-encrypt their bid data using the public key of the Tendering Authority. The Public Key of the Tendering Authority is attached to the Tender during the Close for Bidding stage.

**Note:** The details of the Processing Fees shall be verified and matched during the Technical Opening stage.

At this time the Contractors are also required to upload the files for which they generated the Hash values during the Bid Preparation and Hash Submission Stage.

The Bid Data and Documents of only those Contractors who have submitted their Bid Hashes (Seals) Within the stipulated time (as per the Tender Time Schedule), will be available for decryption and re-encryption and to upload the relevant documents from Briefcase. A Contractor who has not submitted his Bid Preparation and Hash Submission stage within the stipulated time will not be allowed to decrypt / re-encrypt the bid data / submit documents during the stage of decryption and Re-encryption of bids (submitting the bids online).

### **7. Short listing of Contractors for Financial Bidding Process :**

The Tendering Authority will first open the Technical Bid documents of all Contractors and after scrutinizing these documents will shortlist the Contractors who are eligible for Financial Bidding Process. The short listed Contractors will be intimated by email.

### **8. Opening of the Financial Bids :**

The Contractors may remain present in the office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Contractors shall be available on the **MUMBAI UNIVERSITY** e-Tendering Portal immediately after the completion of opening process.

### **9. Tender Schedule ( Key Dates ) :**

The Contractors are strictly advised to follow the Dates and Times allocated to each stage under the column “Contractor Stage” as indicated in the Time Schedule in the Detailed tender Notice for the Tender. All the online

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activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

## **C) Terms and Conditions for Online Payments :**

The Terms and Conditions contained herein shall apply to any person ("User" using the services of **MUMBAI UNIVERSITY** Maharashtra, hereinafter referred to as "Merchant" for making Tender fee and Earnest Money deposit (EMD) payments through an online Payment Gateway Service ("Service") offered by ICICI Bank Ltd. in association with e Tendering Service provider and Payment Gateway Service provider through **UNIVERSITY OF MUMBAI** Maharashtra website i.e. <https://dhe.maharashtra.etenders.in> Each User is therefore deemed to have read and accepted these Terms and Conditions.

### Privacy Policy

The Merchant respects and protects the privacy of the individuals that access the information and use the services provided through them. Individually identifiable information about the User is not willfully disclosed to any third party without first receiving the User's permission, as covered in this Privacy Policy.

This Privacy Policy describes Merchant's treatment of personally identifiable information that Merchant collects when the User is on the Merchant's website. The Merchant does not collect any unique information about the User (such as User's name, email address, age, gender etc.) except when you specification and knowingly provide such information on the Website. Like any business interested in offering the highest quality of service to clients, Merchant may, from time to time send email to the User and other communication to tell the User about the various services, features, functionality and content offered by Merchant's website or seek voluntary information from the User.

Please be aware, however, that Merchant will release specific personal information about the User if required to do so in the following circumstances:

- a) in order to comply with any valid legal process such as a search warrant, statute, or court order, or available at time of opening the tender
- b) if any of User's actions on our website violate the Terms of Service or any of our guidelines for specific services, or
- c) to protect or defend Merchant's legal rights or property, the Merchant's site, or the Users of the site or:
- d) to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the security, integrity of Merchant's website/offerings.



**General Terms and Conditions For E-Payment**

1. Once a User has accepted these Terms and Conditions, he/ she may register on Merchants website and avail the Services.
2. Merchant's rights, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India, and nothing contained in these Terms and Conditions shall be in derogation of Merchant's right to comply with any law enforcement agencies request or requirements relating to any User's use of the website or information provided to or gathered by Merchant with respect to such use. Each User accepts and agrees that the provision of details of his/ her use of the Website to regulators or police or to any other third party in order to resolve disputes or complaints which relate to the Website shall be at the absolute discretion of Merchant.
3. If any Part of these Terms and Conditions are determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth herein, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of these Terms and Conditions shall continue in effect.
4. These Terms and Conditions constitute the entire agreement between the User and Merchant. These Terms and Conditions supersede all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the User and Merchant. A printed version of these Terms and Conditions and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.
5. The entries in the books of Merchant and/or the Payment Gateway Service Providers kept in the ordinary course of business of Merchant and/or the Payment Gateway Service Providers with regard to transactions covered under these Terms and Conditions and matters therein appearing shall be binding on the User and shall be conclusive proof of the genuineness and accuracy of the transaction.
6. **Refund For Charge Back Transaction:** In the event there is any claim for / of charge back by the User for any reason whatsoever, such User shall immediately approach Merchant with his / her claim details and claim refund from Merchant alone. Such refund (if any) shall be effected only by Merchant via payment gateway or by means of a demand draft or such other means as Merchant deems appropriate.

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No claims for refund/ charge back shall be made by any User to the Payment Gateway Service Provider(s) and in the event such claim is made it shall not be entertained.

7. In these Terms and Conditions, the term "Charge Back" shall mean approved and settled credit card or net banking purchase transaction(s) which are at any time refused, debited or charged back to merchant account (and shall also include similar debits to Payment Gateway Service Provider's accounts, if any) by the acquiring bank or credit card company for any reason whatsoever, together with the bank fees, penalties and other charges incidental thereto.
8. Refund for fraudulent / duplicate transaction(s): The User shall directly contact Merchant for any fraudulent transaction(s) on account of misuse of Card / Bank details by a fraudulent individual/party and such issues shall be suitably addressed by Merchant alone in line with their policies and rules.
9. Server Slow Down/Session Timeout: In case the Website or Payment Gateway Service Provider's webpage, that is linked to the Website, is experiencing any server related issues like 'slow down' or 'failure' or 'session timeout', the User shall, before initiating the second payment, check whether his/her Bank Account has been debited or not and accordingly resort to one of the following options:
  - i. In case the Bank Account appears to be debited, ensure that he / she does not make the payment twice and immediately thereafter contact Merchant via e-mail or any other mode of contact as provided by Merchant to confirm payment.
  - ii In case the Bank Account is not debited, the User may initiate a fresh transaction to make payment.

However the User agrees that under no circumstances the Payment Gateway Service Provider shall be held responsible for such fraudulent/duplicate transactions and hence no claims should be raised to Payment Gateway Service Provider. No communication received by the Payment Gateway Service Provider(s) in this regard shall be entertained by the Payment Gateway Service Provider, Limitation of Liability

1. Merchant has made this Service available to the User as a matter of convenience. Merchant expressly disclaims any claim or liability arising out of the provision of this Service. The User agrees and acknowledges that he/ she shall be solely responsible for his/ her conduct and that Merchant reserves the right to terminate the rights to use of the Service immediately without giving any prior notice thereof.
2. Merchant and/or the Payment Gateway Service Providers shall not be liable for any inaccuracy, error or delay in, or omission of (a) any data, information or message, or (b) the transmission or

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delivery of any such data, information or message; or (c) any loss or damage arising from or occasioned by any such inaccuracy, error, delay or omission. nonperformance or interruption in any such data, information or message. Under no circumstances shall the Merchant and/or the Payment Gateway Service Providers, its employees, directors and its third party agents involved in processing, delivering or managing the Services. be liable for any direct, indirect, incidental, special or consequential damages, or any damages whatsoever, including punitive or exemplary arising out of or in any way connected with the provision of or any inadequacy or deficiency in the provision of the Services or resulting from unauthorized access or alteration of transmissions of data or arising from suspension or termination of the Services.

3. The Merchant and the Payment Gateway Service Provider(s) assume no liability whatsoever for any monetary or other damage suffered by the User on account of:
  - (I) the delay, failure, interruption, or corruption of any data or other information transmitted in connection with use of the Payment Gateway or Services in connection thereto; and/ or
  - (ii) any interruption or errors in the operation of the Payment Gateway.
4. The User shall indemnify and hold harmless the Payment Gateway Service Provider(s) and Merchant and their respective officers, directors, agents and employees from any claim or remand or actions arising out of or in connection with the utilization of the Services.

The User agrees that Merchant or any of its employees will not be held liable by the User for any loss or damages arising from your use of, or reliance upon the information contained on the Website, or any failure complete these Terms and Conditions where such failure is due to circumstances beyond Merchant's reasonable control.