



Date : August 28, 2025

Tender Notice / Inviting Quotations
(for procurement of Equipment / Machines / Apparatus / Consumables etc.
for Galgotias AICTE Idea Lab)

Sealed / Online tenders are invited from reputed and experienced suppliers, manufacturers, or authorized distributors for the **supply, installation, and commissioning of equipment, tools, and machines** for setting up an **AICTE IDEA Lab** at our institute. The laboratory is to be developed as per the AICTE guidelines for promoting innovation, design thinking, and prototyping skills among students and faculty. The detailed specifications of the required items are enclosed with this document in FOUR parts :

- Part-A : List of Equipment / Apparatus / Machines with Specifications
- Part-B : List of Small Machines / Machine Tools etc. with Specification
- Part-C : List of Tools etc. with Specification
- Part-D : List of Consumables etc. (with specifications)

The terms and conditions applicable to all bidders participating in this tender for the supply, installation, and commissioning of equipment, tools, machines and consumables for the establishment of an AICTE IDEA Lab (for compliance at their end) are as per following :

1. General Information

- a) All equipment and materials must be delivered in the quantities and specifications as mentioned in the purchase order issued by the purchaser.
- b) The delivery location is Galgotias College of Engineering and Technology, Plot#1, Knowledge Park-II, Greater Noida.
- c) The entire contract shall remain valid for a period of three (3) months from the date of award. Quotations submitted by bidders must remain valid for a minimum of 90 days from the final date of submission. Any quotation that does not meet this validity period will be considered non-compliant

2. Bid Submission Guidelines

- a) Bids may be submitted either via email (idealab@galgotiacollege.edu) or in hard copy form, as specifically mentioned in the tender notice.
- b) All quotations must be printed on the bidder's official letterhead and duly signed by an authorized representative.
- c) Each bidder is allowed to submit only one quotation per package; multiple submissions from a single bidder will lead to disqualification.
- d) Each bid must be complete in all respects and must include the following mandatory documents:
 - i. Detailed Profile of the Bidder, highlighting experience and key competencies.
 - ii. Copy of the Company/Firm Registration Certificate.
 - iii. Copy of valid GST Registration Certificate and Copy of valid PAN Card.
 - iv. Copies of Work Completion or Experience Certificates of similar completed works
 - v. Bidder should provide an Escalation Matrix for service and after sales support.
 - vi. Complete, signed, and stamped tender document including amendments and deviation sheets, if any (to be uploaded online only).
 - vii. Declaration of agreed specifications on company letterhead, duly signed and stamped.



- viii. A list of Purchase Orders (executed within the last five years, minimum three) for similar equipment supplied to academic, R&D, or industrial institutions
- ix. A list of (say – five) institutional clients (with contact information)
- x. Any other documents in support of technical eligibility.
- e) Further, Declaration/Affidavit (on ₹500/- Stamp Paper) regarding no blacklisting from IITs/NITs/Govt. Offices/PSUs/Autonomous Bodies is to be submitted at the time of negotiations / issuance of PO.

3. Technical Documentation and Compliance

- a) The bidder must furnish complete technical documentation for each quoted item. This includes detailed product specifications, installation manuals, operation and maintenance manuals.
- b) The bidder is also required to submit a layout/design proposal aligned with the lab setup requirements, highlighting compliance points against the tender specifications.
- c) Original technical brochures or scanned versions of product catalogs should be submitted with the bid. Wherever available, URLs to the OEM's official product page should also be provided for cross-verification.
- d) Each bidder must clearly mention the make, model, and complete technical specifications for the equipment being offered. A compliance sheet responding to each technical requirement outlined in the tender must be prepared and duly signed.

4. Eligibility and Qualification Criteria

- a) It is mandatory that the bidder or OEM has a registered support office in India to provide warranty and after-sales support. In the case of imported equipment, either the OEM or their authorized seller must submit a certificate confirming the presence of such a service support facility in India.
- b) The OEM must also submit a declaration confirming the availability of spare parts for the quoted products for a minimum of one year and authorize the bidder to participate in the tender.

5. Financial Criteria

- a) Prices quoted must be inclusive of all taxes (GST, customs, etc.), transportation, packaging, insurance, unloading, installation, commissioning, and training charges. There shall be no extra claim under any circumstances after the finalization of the bid.
- b) The quoted prices must be firm and fixed throughout the duration of the contract. No escalation in price will be allowed under any pretext.

6. Evaluation and Award of Contract

- a) All bids will be evaluated on the basis of compliance with the technical specifications, completeness of submitted documentation, financial eligibility, price competitiveness, and/or brand reputation.
- b) The purchaser reserves the absolute right to reject any or all bids without assigning any reason. The final decision on selection will be at the sole discretion of the purchaser and shall be binding on all parties.

7. Warranty and After-Sales Service

- a) All equipment (as mentioned in Part-A and Part-B) must carry a minimum onsite warranty of at least **three years** from the date of successful installation and commissioning. During this warranty period, the bidder shall repair or replace any defective items at no additional cost to the purchaser. All



Galgotias AICTE IDEA Lab
Galgotias College of Engineering and Technology
1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA



associated transportation, testing, and labor costs shall be borne by the bidder.

- b) In case of any service delay or failure to resolve issues during the warranty period, the purchaser reserves the right to invoke penalties or reject future business from the vendor.

8. Payment Terms

- a) Payment shall be released only after the successful supply, installation, and commissioning of the equipment. Final inspection and acceptance will be carried out by the purchaser's technical committee.
- b) No payment shall be made for equipment that is received in damaged condition, is non-functional, or fails to meet the required specifications. The bidder must submit all necessary documentation (delivery challans, installation report, warranty documents, training certificate, invoice, etc.) to process payment.

9. Other Conditions

- a) No bidder shall be given preference based on category, class, or affiliation. The procurement may be extended to additional phases depending on availability of funds and institutional requirements.
- b) Delayed delivery or installation may result in cancellation of order or imposition of penalties, as deemed fit by the purchaser. The scope of the supply and service must be entirely as per the BoQ and technical specifications. Bids with partial compliance or deviations shall not be entertained.

10. Submission Deadline and Contact Details


All quotations must be submitted by **September 15, 2025, 04:30pm** to the email ID idealab@galgotiacollege.edu or sent in hard copy to:

The Director

Galgotias College of Engineering and Technology,
1, Knowledge Park-II, Greater Noida - 201 310 UP

Contact Person: Dr. Brijesh Singh, Faculty Coordinator (AICTE.IDEA Lab)

M- 9335090922 ; Email : brijesh.singh@galgotiacollege.edu


Prof. (Dr.) Vikram Bali

Chief Mentor - Galgotias AICTE IDEA Lab

Director, Galgotias College of Engineering and Technology

Enclosures

- a) List of Equipment / Apparatus / Machines with Specifications
- b) List of Small Machines / Machine Tools etc. with Specification
- c) List of Tools etc. with Specification
- d) List of Consumables etc. (with specifications)
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