



DEPARTMENT OF CHEMISTRY,  
UNIVERSITY OF RAJASTHAN,  
JAIPUR-302004

No. Chem/2024/5378

Dated: 29/02/24

Letter of Acceptance

To,  
M/s Metro Trading corporation, Jaipur  
~~New Delhi-110017~~, Email: metrotender@gmail.com

Subject: Letter of Acceptance for the procurement of item "Uv-visible spectrophotometer"  
Ref. No.: 1. Quotation invitation letter no. Chem/2024/5103 dated 25/01/2024  
2. Your quotation no. MTC/2023-24/100 dated 01/02/2024  
3. UGC Start-Up project grant sanctioned to Dr. Jyoti Jain, PI (UGC letter no. F.30-572/2021 BSR dated 18/08/2021 and 20/09/2023)

Dear Sir,

With the subject and reference cited above, we are pleased to inform you that the procurement committee constituted for the procurement of item "Uv-visible spectrophotometer" has recommended that the procurement of the aforementioned item may be done from the firm **M/s Metro Trading corporation, Jaipur @ Rs. 2,53,000/- (GST EXTRA; Make: Labman, Model: LMSPUV 1900S)**. In this regard, the Department of Chemistry, University of Rajasthan, Jaipur awards you the letter of acceptance for the supply of item "Uv-visible spectrophotometer". However, as decided by the procurement committee, the purchase order of the said item will be issued on the completion of the following conditions.

1. The successful Firm/Company shall furnish Security Deposit as a Performance Guarantee of 5% (Five Percent) of the total value of purchase order in the form of DD/BC/FDR in the name of Head, Department of Chemistry, University of Rajasthan, Jaipur for the contract within 15 days of the receipt of notification of award/ Letter of intent from the Tendering Authority.
2. The selected bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder. The bidder will be required to execute the agreement on a non-judicial stamp of specified value (Rs. 500/-) at its cost and to be purchase from anywhere in Rajasthan only.

The Committee has decided that, if the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the tender document and The Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013.

**In this regard, you are requested to fulfil the conditions laid down by the procurement committee, at the earliest.**

Copy to:

1. The Director, Infonet Centre, University of Rajasthan, Jaipur for publishing this letter of acceptance on University website.
2. The Coordinator, e-Procurement Cell, University of Rajasthan, Jaipur for publishing this letter of acceptance on SPPP portal
3. Department notice board

Dr. Jyoti Jain  
(PI)

Head 29/02/24

Head  
Department of Chemistry  
University of Rajasthan  
JAIPUR

**Minutes of the meeting of the procurement committee held on 14.02.2024**

**Subject:** Procurement of "UV Vis spectrophotometer and data acquisition system" through UGC StartUp project grant sanctioned to **Dr. Jyoti Jain, PI**(UGC letter No. F.30-572/2021 BSR).

**Reference:** 1. Bids invitation letter no. Chem/2024/5103 dated 25/01/2024, chem./ 2024/5110 dated 25.01.24, chem./2024/5189 dated 02.02.2024, chem./2024/5230 dated 07.02.2024, chem./2024/5262 dated 09.02.2024

2. Bids opening meeting held on 14.02.2024 with reference to letter no. Chem/2024/5262 dated 09.02.2024

A meeting of the procurement committee, for opening the sealed envelopes of the bids, which were invited (vide letter No. Chem./2024/5103 dated 25.01.2024 of this office) for the procurement of the item "UV Vis spectrophotometer and data acquisition system" through UGC StartUp grant sanctioned to **Dr. Jyoti Jain (Principal Investigator vide UGC letter No. F.30-572/2021 BSR dated 18/08/2021 and 20/09/2023)**, was held on 14.02.2024 at 2:00 PM in the staff room of the Department of Chemistry.

The following members were present:

- |   |   |          |
|---|---|----------|
| 1. Prof. Meenakshi Jain, HOD                  | - | Convener |
| 2. Prof. Jyoti Sharma, VC Nominee             | - | Member   |
| 3. Mr. Alok Kasliwal, FA Nominee              | - | Member   |
| 4. Mr. Raju Singh, Dy. Registrar (PP) Nominee | - | Member   |
| 5. Dr. Jyoti Jain, PI                         | - | Member   |

The Dy. Registrar (GAD) and Prof. Sangeeta Bhargava could not attend the meeting.

1. At the outset, HOD welcomed all the members.
2. Administrative and financial approval for the procurement of various items through UGC start-up grant sanctioned to Dr. Jyoti Jain (Principal Investigator) has been issued (vide office order no. P.P./ 2024/ 1897-1904 dated 11/01/2024).
3. Following three firms have submitted their bids for the item "UV Vis spectrophotometer and data acquisition system" within the prescribed time period mentioned in bids invitation letter No. Chem/2024/5103 dated 25/01/2024 and Chem./ 2024/5189 dated 02.02.2024.
  - (i) M/s Metro Trading Corporation, Jaipur
  - (ii) M/s Vedant Sales Corporation, Jaipur
  - (iii) M/s Hitech Biochemical corporation, JaipurAll the envelopes were checked and found intact by the procurement committee.
4. The committee has opened the sealed envelopes (containing documents related to the Technical Bid, Covering Letter, Cost of Tender Document/ Tender Fee and EMD. The envelopes containing the Commercial or Financial Bids were not opened and kept sealed.
5. All the three firms M/s Metro Trading Corporation, Jaipur, M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical Corporation, Jaipur have provided the demand drafts (Payable to, Head, Department of Chemistry, University of Rajasthan) for the payment of Cost of Tender Documents/Tender Document and EMD fee.

*Jyoti Jain*  
22/02/24

*Jyoti*

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*Hain*  
22/02/24

6. **Verification for the Criteria for Technical Evaluation and Qualification for item no. 1 i.e. UV-Vis spectrophotometer:**

The evaluation and qualification of the firms, based on the "Criteria for Technical Evaluation and Qualification" for (item no. 1) **UV-Vis spectrophotometer** as specified in the Chapter-4 of the tender document was verified by the procurement committee and the details are given as follows:

S. No.	Criteria for Technical Evaluation and Qualification	Firm wise verification Yes or Not		
		M/s Metro trading corporation	M/s Vedant Sales Corporation	M/s Hitech bio chemical
1.	This Invitation for Bids is open to All Original Manufacturer/Authorized Distributors in response to this NIT.	Yes	Yes	No
2.	A copy of ISO – 9001 or higher certificate must be submitted along with the Technical Bid of the manufacturer.	Yes	No	No
3.	Bids will be accepted only from the Manufacturers/ Authorized Distributors of the item required.	Yes	Yes	No
4.	The bidding firm should have executed at least three similar projects in R&D Institutions/Universities (List should be provided).	Yes	No	No
5.	Details of Bidder/Firm/Company	Yes	Yes	Yes
6.	Address and Contact Details	Yes	Yes	Yes
7.	DD/Banker's Cheque for Tender Fee	Yes	Yes	Yes
8.	DD/Banker's Cheque for EMD	Yes	Yes	Yes
9.	Registration Certificate of SSI Unit, if any	Yes	No	No
10.	Self-Declaration for unblemished record	Yes	Yes	No
11.	GST Registration Certificate	Yes	Yes	Yes
12.	GST Clearance Certificate	Yes	Yes	No
13.	Copy of PAN Card	Yes	Yes	Yes
14.	Copies of certificates of incorporation of the Firm/Registration of Partnership, Company, Proprietary Certificate etc.	Yes	No	No
15.	Copies of Annual Turnover by CA certified	Yes	Yes	Yes
16.	Proof of manufacturing unit/general order suppliers and copies of two major supply orders during the preceding two years for Govt. depts./PSUs/Universities/R&D Institutes/Central Autonomous bodies.	Yes	No	No
17.	Authorised Distributorship Certificate.	Yes	No	No
18.	The brochure must be provided along with the bids. Failing to which the bid can be cancelled	Yes	No	No

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- (a). Amongst the three firms who have submitted their bids for the item “UV-Vis spectrophotometer”, two firms (M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical corporation, Jaipur) have not provided the required documents related to the criteria for Technical evaluation and qualifications as mention in table of point no. 6. These two firms (M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical Corporation, Jaipur)) have been disqualified by the procurement committee for not submitting aforementioned documents.
- (b). Comparative details based on the Technical Bids submitted by M/s Metro Trading Corporation for item no. 1 i.e. UV- Vis spectrophotometer in response to the bid invitation letter no. **Chem/2024/5103 dated 25/01/2024.**

Details	Specifications given in bids invitation letter No. Chem/2024/5103 dated 25/01/2024	M/s Metro Trading Corporation specifications comply or not comply
Wavelength range	190-1100 nm	Comply
Optical System	Double Beam with automatic multiple cell changer	Comply
Lamps	Deuterium Lamp & Tungesten Halogen Lamp	Comply
Detector	Silicon Photodiodes	Comply
Stand alone and PC controlled	Stand alone and PC controlled with window based application software UV/VIS Analyst	Comply
Spectral band Width	Variable	Comply
Monochromator	Double beam hollow graphic gratings 1200 lines/mm	Comply
Wavelength display	0.1nm	Comply
Spectral band width	variable 0.5,1.0,2.0,4.0 nm	Comply
Wavelength Accuracy	$\pm 0.1\text{nm @}656.1\text{nmD2}$ or better	$\pm 0.3\text{ nm}$
Photometric Reproducibility	0.001 Abs(0.5)	$\pm 0.3\% T$
Stray Light	0.02% @ 340nm for NaNO <sub>2</sub> and 0.25% @ 198 nm for KCl	Comply
Photometric Accuracy	0.002 Abs (0.5)	Comply
Base Line Flatness	0.0005 Abs	Comply
Baseline Stability	$< 0.0002\text{Abs/H @}500\text{ nm}$	.001 A/H @ 500 nm
Noise Level	0.000016Abs RMS @500nm or lesser	.001 A/H
Output	USB port and parallel port (printer)	Comply
Scan speed	2-3000 nm per min. or better	Comply
Installation	On spot installation and demonstration	Comply

- (c). On the basis of comparative statement, the committee found the firm **M/s Metro Trading Corporation** eligible/ qualified. The minor deviations as specified in the comparative statements given above have been considered as per the requirement of the project by the departmental technical committee in accordance to the **General Terms and Conditions** given in the tender document.

*Yashwanth*  
22/02/24

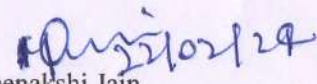
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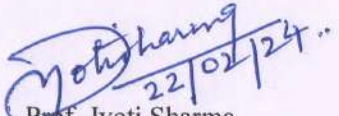
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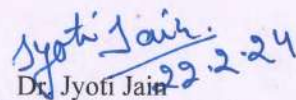
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22/02/24

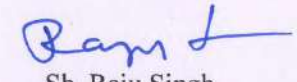
- (d). The project tenure is almost on completion and closure of current financial year is also reaching soon while principal Investigator (PI) is in urgent need of this equipment for her research work. Timely procurement of this equipment is crucial for the progress of her research. So the committee recommended that the procurement of “**UV- Vis spectrophotometer**” equipment may be continue with the single firm (eligible firm) *i.e.* **M/s Metro Trading Corporation** as per RPPP- 2013 rule 63 (4).
- (e). In conclusion, three firm *i.e.* M/s Metro Trading Corporation, Jaipur, M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical Corporation, Jaipur, Submitted bids for the item no. 1 *i.e.* **UV-Vis spectrophotometer**. Out of these three, **only one firm M/s Metro Trading Corporation, Jaipur, found eligible in all aspects. So the committee recommended that financial bids of the firm M/s Metro Trading Corporation for the procurement of item “UV-Vis spectrophotometer” can be opened, accordingly.**
8. **Verification for the Criteria for Technical Evaluation and Qualification for item no.2 *i.e.* Data acquisition system:**  
All the three firm’s M/s Metro Trading Corporation, Jaipur, M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical Corporation, Jaipur not submitted the detailed specifications for item no.2.so all the three firm were disqualified for the procurement of the item no.2 *i.e.* **Data acquisition system**. Further the committee observed that the cost of the said item is below Rs. 1.0 lakh. So, the committee recommended that the item may be procured by quotation inviting method as per RPPP 2013 rule 24 through the committee constituted for this purpose.
9. The objections related to any matter regarding the procurement of item “**UV- Vis spectrophotometer**” from all the concerned firms can be submitted *via*-mail to the e-mail addresses: [chem.uor@gmail.com](mailto:chem.uor@gmail.com) or [jyoti.jain123@gmail.com](mailto:jyoti.jain123@gmail.com) on or before 03:00 PM, 26.02.2024. The objections received after the due date and time (*i.e.*, 03:00 PM, 26.02.2024) will not be considered.
10. The Commercial or Financial Bids of the eligible firm, M/s Metro Trading Corporation Jaipur for the procurement of item “**UV-vis spectrophotometer**” will be opened on 26.02.2024 at 03:30 PM in the staffroom of the Department of Chemistry by the procurement committee.

  
Prof. Meenakshi Jain  
(HOD & Convener)

  
Prof. Jyoti Sharma  
(VC Nominee)

  
Dr. Jyoti Jain  
(Principal Investigator)

  
Sh. Alok Kasliwal  
(FA Nominee)

  
Sh. Raju Singh  
(Dy. Registrar PP Nominee)

**Minutes of the meeting of the procurement committee held on 26.02.2024**

- Subject:** Procurement of "UV-Vis spectrophotometer" through UGC Start-Up project grant sanctioned to Dr. Jyoti Jain, PI (UGC letter No. F.30-572/2021 BSR).
- Reference:**
1. Bids invitation letter no. Chem/2024/5103 dated 25/01/2024, chem./ 2024/5110 dated 25.01.24, chem./2024/5189 dated 02.02.2024, chem./2024/5230 dated 07.02.2024, chem./2024/5262 dated 09.02.2024
  2. Technical Bids opening meeting held on 14.02.2024 with reference to letter no. Chem/2024/5262 dated 09.02.2024
  3. Letter No. Chem/2024/5315 of this department dated 22.02.2024 for inviting objections related to any matter regarding the procurement of "UV-Vis spectrophotometer"
  4. Commercial/Financial Bids opening meeting held on 26.02.2024 with reference to letter no. Chem/2024/5324 dated 22.02.2024

A meeting of the procurement committee, for opening the Commercial/Financial bids of the technically qualified firm (who have submitted their bid in response to the bids invitation No. Chem./2024/5103 dated 25.01.2024 of this office) for the procurement of item "UV-Vis spectrophotometer(Item no.1)" through UGC StartUp grant sanctioned to Dr. Jyoti Jain (Principal Investigator vide UGC letter No. F.30-572/2021 BSR dated 18/08/2021 and 20/09/2023), was held on 26.02.2024 at 3:30 PM in the staff room of the Department of Chemistry.

The following members were present:

- |                                   |   |          |
|-----------------------------------|---|----------|
| 1. Prof. Meenakshi Jain, HOD      | - | Convener |
| 2. Prof. Jyoti Sharma, VC Nominee | - | Member   |
| 3. Mr. Alok Kasliwal, FA Nominee  | - | Member   |
| 4. Dr. Jyoti Jain, PI             | - | Member   |

The Dy. Registrar (GAD), DR-PP Nominee and prof. Sangeeta Bhargava could not attend the meeting.

1. At the outset, HOD welcomed all the members.
2. Administrative and financial approval for the procurement of various items through UGC start-up grant sanctioned to Dr. Jyoti Jain (Principal Investigator) has been issued (vide office order no. P.P./ 2024/ 1897-1904 dated 11/01/2024).
3. Following three firms have submitted their bids for the item "Uv-Vis spectrophotometer and Data acquisition system" within the prescribed time period mentioned in bids invitation letter No. Chem/2024/5103 dated 25/01/2024.
  - (i) M/s Metro Trading Corporation, Jaipur
  - (ii) M/s Vedant Sales Corporation, Jaipur
  - (iii) M/s Hitech Biochemical corporation, Jaipur
4. Though, in the meeting of the procurement committee held on 14.02.2024 at 2:00 PM (with reference to letter no. Chem/2024/5262 dated 09.02.2024) for opening the technical bids for the procurement of the item "UV-Vis Spectrophotometer (item No. 1)", two firms, M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical corporation, Jaipur have been disqualified for not submitting the required documents related to the criteria for Technical evaluation and qualifications as mention in the chapter 4 in tender document.

*Jyoti Jain*  
26.02.24

*Jyoti Jain*  
26.02.24

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*HP*  
26/02/24

5. All the three firm's M/s Metro Trading Corporation, Jaipur, M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical Corporation, Jaipur not submitted the detailed specifications for item no.2. so, in the same meeting held on 14.02.2024 at 2:00 PM (with reference to letter no. Chem/2024/5262 dated 09.02.2024) all the three firm were disqualified for the procurement of the item no.2 *i.e.* **Data acquisition system**.
6. In the same meeting it was decided that as project tenure is almost on completion and closure of current financial year is also reaching soon while principal Investigator (PI) is in urgent need of this equipment for her research work. Timely procurement of this equipment is crucial for the progress of her research. So that the procurement of "**UV- Vis spectrophotometer (item No.1)**" equipment may be continue with the single firm (eligible firm) *i.e.* **M/s Metro Trading Corporation** as per RTPP- 2013 rule 63 (4).
7. It was also decided that the Commercial/Financial bids of the eligible firm M/s Metro Trading Corporation, Jaipur can be opened.
8. Objections regarding the procurement of "**Uv-Vis Spectrophotometer(item No.1)**" from all the concerned firms were invited (to the office of the Head of the Department or by mail to the e-mail addresses: [chem.uor@gmail.com](mailto:chem.uor@gmail.com) or [jyoti.jain123@gmail.com](mailto:jyoti.jain123@gmail.com)) on or before 03:00 PM, 26.02.2024. Though, no objections have been received within the prescribed time (*i.e.*, on or before 3:00 PM, 26.02.2024) either by the Office of the Head, Department of Chemistry or on both the email addresses as specified above.
9. In view of the fact that none of the concerned firms have submitted any objection within the prescribed time period (*i.e.*, on or before 03:00 PM, 26.02.2024), the committee has opened the Commercial/Financial bids of the eligible firm (eligible firm) *i.e.* **M/s Metro Trading Corporation**, which were kept sealed after the meeting of the procurement committee on 14.02.2024 at 2:00 PM for opening the technical bids. The envelopes containing Commercial/Financial bids was checked and found intact by the procurement committee at the time of the meeting on 26.02.2024 at 3:30 PM.
10. The committee has opened the sealed envelopes containing the Commercial or Financial Bids of the) *i.e.* **M/s Metro Trading Corporation** for the **item no. 1 "Uv-vis spectrophotometer"** in response to the bids invitation letter **No. Chem/2024/5103 dated 25.01.2024** are given below:

S. No.	Item name (Ref. No.)	Details	Firm	Firm that has quoted the lowest rate (Rs. per piece; GST Extra)
1.	Uv-Vis spectrophotometer (Chem/2024/ 5103 dated 25.01.2024)	Firm name	M/s Metro Trading Corporation, Jaipur	M/s Metro Trading Corporation, Jaipur (Rs. 2,53,000/- ; GST Extra)
		Quoted rate	Rs. 2,53,000/-	
		Make	Make: LABMAN	
		Model	LMSPUV1900S	

*Yotisharma*

*Jyoti Jain*  
26.02.24

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26/02/24

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26-02-2024

11. On the basis of above statement of the Commercial/Financial bid, the committee recommended that the procurement of the aforementioned item may be done from the firm **M/s Metro Trading Corporation, Jaipur** who has quoted the rate @ **Rs. 2,53,000/- (GST Extra; Make: LABMAN, Model: LMSPUV1900S)**. While floating the Notice inviting Bids all necessary requirement to encourage competition like standard Bid condition, industry friendly specification, wide publicity, sufficient time for formulation of Bid, etc. were fulfilled. Also, the committee found that the selected bid is (i) technically qualified,(ii) the price quoted by the bidder is assessed to be reasonable, (iii) bid is unconditional and complete in all respects.so the selected bis adequately meets the requirements for which the equipment is being procured and quoted lowest rate is reasonable in comparison to the prevailing market rate and consistent with the quality required.
12. The successful Firm/Company shall furnish Security Deposit as a Performance Guarantee of 5% (Five Percent) of the total value of purchase order in the form of DD/BC/FDR in the name of Head, Department of Chemistry, University of Rajasthan, Jaipur for the contract within 15 days of the receipt of notification of award/ Letter of intent from the Tendering Authority.
13. The selected bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder. The bidder will be required to execute the agreement on a non-judicial stamp of specified value (Rs. 500/-) at its cost and to be purchase from anywhere in Rajasthan only.
14. If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the tender document and The Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013.
15. Procurement committee recommended that the non-refundable tender fee of all the three firms and EMD fee of the successful firm (**M/s Metro Trading Corporation, Jaipur**) should be deposited in the official account of Head of the Department. Procurement committee also recommended that the EMD fee of the two unsuccessful firms (M/s Vedant Sales Corporation, Jaipur, M/s Hitech Biochemical corporation, Jaipur) should be returned to the concerned firms through proper channel.

*Meenakshi Jain*  
26/02/24  
Prof. Meenakshi Jain  
(HOD & Convener)

*Jyoti Sharma*  
Prof. Jyoti Sharma  
(VC Nominee)

*Jyoti Jain*  
26.2.24  
Dr. Jyoti Jain  
(Principal Investigator)

*Alok Kasliwal*  
26-2-2024  
Sh. Alok Kasliwal  
(FA Nominee)