CSIR - INSTITUTE OF MICROBIAL TECHNOLOGY

SECTOR 39-A,

CHANDIGARH-160036

GSTIN – 04AAATC2716R2ZM

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## Open Tender Notice No.PUR/2017-18/3

Dated: 21.9.2017

## Director, CSIR, IMTECH invites tenders in closed/sealed covers from the reputed Foreign / Indian manufacturers or sole authorized dealers / distributors for the supply of the following item(s):

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| --- | --- | --- | --- | --- | --- |
| **SN.** | **FILE NO.** | **ITEM** | **QTY** | **EMD**  **(In Rs.)** | **BID (SB / TB)** |
| **1.** | **IMT/2017/5343** | **Complete IVC Units with Workflow Station** | **1** | **70000.00** | **TB**  **(Two Bid tender system)** |

The detailed Tender Documents with complete terms & conditions and technical specifications are available on our website [**http://www.IMTECH.res**.in](http://www.IMTECH.res.in).

Interested parties may download the tender documents directly from the website free of cost & submit them without depositing any tender fee. Both the bids i.e. the Technical & Price bids must be submitted on or before **23.10.2017 up to 5.00 P.M** along with EMD. **The bidders must comply/enclose all the documents asked in the Tender Terms & Conditions.**

Bid Security: The firm registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the CSIR Labs./Instt., if any, are exempted from payment of Bid Security provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.

The Technical Bids submitted under Two Bid system will be opened on **24.10.2017 at 11.30 AM.** onwards in the presence of the bidders, who wish to be present. The Director, IMTECH, reserves the right to accept/reject any offer in part or full without assigning any reason.

**\*TB –** Two Bid Tender System**,**

**SB –** Single Bid Tender System

**& Section OfficPURCHASE OFFICER**

**Section Officer (Stores & Purchase)**

**Individually Ventilated Cage Units Workflow**

1. **LOGISTICS COMPATIBILITY**
2. The Entire Workflow should be compatible for Biosafety Level 3 Lab
3. The IVC Units should be compatible with a Room of Dimension: 6000 mm (Length) X 4000 mm (Width) X 2200 mm (Height). The Access Point Door is of Size 1020mm (width) to 1970 mm (height).These dimensions should be strictly adhered to the entire workflow without the need of detaching any attachments like Castor wheel etc. The vendors are welcome to come and inspect the site.
4. **AIR HANDLING UNIT (2 in number)**
5. Air Handling Unit (AHU) should be tower type and have BSL3 grade HEPA filters at both the supply end and the exhaust end. These should be stand-alone units.
6. AHU should have the capability of 75 or better HEPA filtered air changes per hour for each individually ventilated cages.
7. AHU should be able to serve atleast 2-4 single sided racks while maintaining the air change rates indicated above.**We are in need of Two AHU. One will provide for TWO IVC Unit, the other will provide for One IVC Units.**
8. AHU should have a Microprocessor Control Board for setting and control. Control panel should be capable to set the number and cage type easily. Also easy change of ventilation mode for cages.
9. AHU should be isolated distinctly with no vibrations transmitted to the racks.
10. AHU should be made up of high quality plastic and AISI 304 grade stainless steel.
11. AHU should be mounted on stainless steel ball bearing castors with wheels reinforced with quality nylon fiber glass for easy roll in and out. At least two of the wheels should have brakes.
12. AHU should have sensitive and high quality temperature and humidity sensor.
13. AHU should be equipped with dry contact and compatible for integrationof the alarm with the building management software.
14. Noise level at the maximum operational capacity should not exceed 50 dB(A).
15. AHU should have easy access to the pre-filters, with no tools needed for replacement.
16. Test reports for positive and negative aeraulics, DOP filter integrity(both supply and exhaust), electrical and sensor calibration should be provided.
17. **RACK IVC UNITS (3 in number)**
18. Mice Holding Rack: Single Sided Rack **should holdminimally 48 cages/ rack. We are in need of three such IVC Units.**
19. Rack should constitute of of vertical plenums featuring air nozzles for the supply and exhaust of air individually to each cage. This should be positioned at the top of the cage and be easily removable.
20. The aeraulics should avoid clogging of the plenum and air nozzle system.
21. The main horizontal plenum (Cylindrical/square/rectangular) should allow uniform air distribution and the assurance certification for this should be provided by the vendor
22. Rack should be made of AISI 304 grade stainless steel with high-quality plastic runners and cage coordinates.
23. The rack runners should have in-built stoppers precisely matched to the stopping lugs   
    allowing each cage to stop automatically and silently lock into place.
24. The system should be on heavy duty, fully autoclavable fiber glass reinforced nylon castors with at least two with brakes.
25. **CAGES (Two times the Capacity of UNITS)**
26. Mice Holding System: The floor area should not be less than 430 cm2
27. The Cages should be made up of Polysulphone material
28. The cage should be ventilated and allow running in positive or negative pressure modes.
29. Cage should be equipped with stainless steel wire lid bar. Caging system should have a nylon gasket over the stainless steel grill, between the top and the cage body.
30. Cage top should have an external self-centering depression for water bottle,   
    microbiological filter (filtration efficiency 99.5% for 0.3 µm particle size), supply and   
    exhaust valve for air ventilation and nylon latches.
31. Polysulphone transparent water bottle should have a stainless steel cap. Should be able to withstand several rounds of autoclaving.
32. The Inlet and outlet air nozzles should protrude to a minimum length into the cages not to disturb the animals housed and should provide a uniform air distribution inside the cage.
33. Air speed in the cage should not exceed 0.2 m/sec.
34. Individual cages should be removable while the whole system is operational without   
    affecting the distribution of the air supply to the remaining cages.
35. All components should be washable and fully autoclavable.
36. Autoclavable plastic card holders should be provided.
37. **The total number of cages should be two times the capacity of the Units. A minimum of 288 cages should be quoted.**
38. **HEPA FILTERED CAGE CHANGING WORK STATION (One in number)**
39. One Mobile, Compact and Compatible Cage Changing Workstation should be provided. It should be a stand-alone unit.
40. Material of Construction: Cabinet can be of Stainless Steel or Any Other Recyclable material, Work Surface should be of Stainless Steel Only.
41. Overall Size:
    1. Height: Upto 1970 mm (including Castor Wheel)
    2. Width: 880 mm to 1300 mm
    3. Depth: 730 mm to 920 mm
42. Work Surface Area:

i) Height: Upto 685 mm

ii) Width: 860 mm to 1150 mm

iii)Depth: 600 mm to 700 mm

1. Air Quality: ISO Class 4 or 5
2. Air Velocity: Upto 160 FPM
3. HEPA Filter:99.99% @ 0.3 micron
4. Odor Sorbet Filter: Activated Carbon or Alumina Filter
5. Waste Container: High quality/industrial strength plastic
6. Waste Container Platform: Equipped with Castor for movement
7. Work Area Illumination: Fluorescent Light
8. Certification: Requirement of Electrical Safety and Electromagnetic Compatibility
9. **MANUFACTURER**

The manufacturing company with International standard must be independently audited and certified to comply with ISO 9001 (quality management system) and ISO 14001 (environmental management system) standards

1. **GENERAL**
2. International Certification (ISO/CE etc.), validation for the system (Cage + Rack + AHU) is mandatory (including filter integrity test for HEPA filter).
3. The equipment must avail of a full validation protocol (IQ, OQ, PQ) option
4. The total system should be certified by international regulatory third party.
5. Please ensure that the specifications mentioned inthe offers must cover all the parameters listed in our enquiry and should attach the supporting documents.
6. Please indicate the year in which the model was introduced in the market and confirm whether the spares and consumables for the system would be available for a minimum period of 10 yrs.
7. Pre-installation and utility requirements for installation and running the system should be clearly mentioned. The principal/local agents are responsible for loading/unloading of material. Installation testing and checking of the specification should be done at the specified area. Training of users to be done free of cost at the site.
8. Availability of local trained service support at Chandigarh and response time for a service call during and after the warranty should be specified.
9. List of users in India and abroad of the similar models as the one(s) offered along with the names, addresses, telephone numbers and mail ID's to be enclosed separately Technical presentation and Demo on the systems offered is to be made on request from IMTECH. Bad track record of service maintenance issues, installation from reputed users can be made as a criterion of rejection at the time of technical bid evaluation.
10. In case any of the invited parties fails to demonstrate their compliance as per the demanded specifications, the party will be treated as disqualified.
11. The Unit should be of low power consumption. Voltage requirement should be 200-240 V (AC), single phase 50 Hz.

WARRANTY FIVE (5) year full warranty on all parts, including repair and service charges

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**Open Tender Notice No.-PUR/2017-18/3 Dated: 21.9.2017**

**TENDER DOCUMENT FOR OPEN/ GLOBAL TENDER**

**(TERMS & CONDITIONS INCLUDING INSTRUCTION TO BIDDERS AND CONDITIONS OF CONTRACT)**

1. **GENERAL:** Quotations in closed cover are invited on behalf of the Director, INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarhfrom the reputed Indian and foreign manufacturer. **The offer/ quotation must be strictly as per required specifications and the tender terms & conditions.**
2. **PREPARATION AND SUBMISSION OF OFFERS:**
3. Quotation should be submitted directly by the original manufacturer/supplier or its sole authorized distributor/dealer. In case of bid by authorized dealer/distributor, the manufacturer authorization should be attached with the technical bid as per **Annexure-‘G’.**
4. In case a bidder is not doing business within India, it shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.
5. The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.
6. The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.
7. Before the deadline for submission of the bid, IMTECH reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on IMTECH website.
8. Conditional tenders will be summarily rejected.
9. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.
10. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
11. First envelope marked “WITHDRAWAL” shall not be opened, but returned to the Bidder subject to submission of valid authorization to request the withdrawal. In case of substituted and modified bid, only the substituted bids and modified bids will be opened subject to production of authorization from the bidders.
12. The quotation should be addressed to the Director, INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh and sent to the Stores & Purchase Officer.
13. Each offer/quotation should be kept in separate envelope against each item of the tender notice.
14. For items covered under Two-Bid -Tender System, quotation/offer should be submitted in two separate envelopes containing Techno-Commercial bid and Price bid and these put in one envelope.
15. **The outer cover containing the offer/quote should be super-scribed with our Tender No. & FILE No., Due date and Date of opening of tender**.
16. **The offers must contain** the following documents :-
17. **Techno-commercial offers must contain:**
    * + 1. Manufacturer authorization (as per clause 2(a)) as per **Annexure –‘G’.**
        2. Certificate by bidder not doing business in India as per clause 2(b).
        3. Technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.
        4. Compliance statement/questionnaire of tender terms and conditions as per **Annexure-‘A’**
        5. Compliance statement of specifications as per **Annexure- ‘B’**
        6. Bid Security/EMD (as per clause -4) as per **Annexure- ‘C’**
        7. In case of exemption from submission of Bid security, proof of registration with DGS&D/NSIC as per clause (4(a)).
        8. Copies of previous supply orders (as per clause 10(c) and clause 25) as per **Annexure –‘H’.**
        9. Details of supplies of similar equipments as per clause 10(d).
18. **Price Bid offers must contain: (Only in case of two bid system)**

**i.** Bid price as per clause 5 in format enclosed as **Annexure- ‘E’** or **Annexure- ‘F’** as applicable.

**ii.** Certificate of price reasonability as per clause 10(b).

1. **DUE & OPENING DATES:** The Offer/Quotations must reach at IMTECH as mentioned above on page No.1 and will be openedin the presence of bidders, who wish to present themselves at the time of opening of tender. In case opening date happens to be a holiday, the tender will be opened on next working day at the same time & location. The price bids of two bid tender system shall be opened after technical evaluation of technical bids. The date of opening of price bids shall be informed to the bidders found suitable in technical evaluation. No request for extension in the date of submission & opening of tender will be entertained. However IMTECH, may at its discretion, extend the deadline for submission of bids under intimation to bidders.
2. **EARNEST MONEY DEPOSIT (EMD)**:

EMD in the form of Bank guarantee **(As per format enclosed as ANNEXURE- ‘C’)** or Term Deposit Receipt/FDR or Bankers Cheque or Demand Draft of a scheduled bank pledged in the name of Director, INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh **valid for 180 days** from the date of opening of the tender for the required amount as mentioned in the tender notice separate for each item must be submitted along with the quotation (with the techno-commercial quotation in case of two-bid system and photocopy of the same enclosed with the price bid **and for foreign manufacturers they should furnish the EMD in foreign currency**  **equivalent to Indian rupees,** otherwise quotation may not be considered.The firm registered with DGS&D/NSIC as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Intended parties will have to give proof of registration along with their quotation. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after finalization of the purchase of concerned item. The party must therefore, submit a pre-receipted Bill in triplicate along with the quotation (in case of EMD sent in form of Bank Draft) to enable us to refund their EMD.

The bid security /EMD may be forfeited if a bidder withdraws or amends or impairs or derogates its bid during the period of bid validity.

1. **PRICES**

Bid prices should be filled in the appropriate format enclosed **as Annexure ‘E’ and ‘F’.**

1. **For goods manufactured with India:**
2. The price of goods quoted Ex-Works including taxes already paid.
3. GST and other taxes etc. which will be payable on the goods if the contract is awarded.
4. The charges for inland transportation, insurance and other local service required for delivering the goods at the desired destination as specified in the price schedule form.
5. The installation, commissioning and training charges including any incidental services, if any.
6. **For goods manufactured abroad:**
7. The price of the goods, quoted on FCA(including inland freifht) (Named place of delivery abroad) or FOB (Named port of shipment), as specified in the schedule form.
8. The charges for insurance and transportation of the goods to the port/place of destination.
9. The agency commission charges, if any.
10. The installation, commissioning and training charges including any incidental services, if any.
11. We are exempted from payment of Excise Duty under notification number 10/97 dated 01.03.1997and Customs Duty under notification No.51/96 dated 23.07.1996. **Hence Excise Duty and Customs Duty, if any, should be shown separately.** **No other charges than those mentioned clearly in the quotation will be paid.**
12. **VALIDITY OF** **OFFER :**

The prices must be valid at least for a period of **90 days for indigenous supplies** & **180 days for imports** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later.

1. **EVALUATION OF BIDS:** Before submission of bid, the bidder is expected to examine all the instructions, forms, terms and specifications in the bidding document and should ensure that the following conditions are fulfilled:
   1. Bidder Information form as per **Annexure-‘I’.**
   2. The price schedule should be enclosed and must be signed.
   3. The bid validity should not be shorter than required.
   4. The manufacturer’s authorization should be enclosed in case the bidder is authorized dealer/ distributor.
   5. The bidders should agree to provide the Performance Security.
   6. The quoted goods should be as per required specifications.
   7. In case the bid is substantially responsive, the purchase may request that bidder may submit the necessary information, documentations, within a reasonable period of time, to rectify, non-material, non-conformities or omission in the bid related to documentation requirements. Failure of the bidders to comply with the request may result in the rejection of its bids. But in case of the material deviation/reservation or omission which limits or is inconsistent with the bidding documents and the Purchaser’s Rights or Bidders obligation under the contract or which if rectified, would unfairly affect the other bidders, the bid will be rejected.
   8. The Purchaser shall correct arithmetical errors on the following basis:
2. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
3. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
4. If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
   1. Selling exchange rate/equivalent to Indian currency will be as on the date of bid opening in the case of single bidding and the rate on the date of opening of the price bids in the case of two-part bidding.
   2. The bids shall be evaluated on the basis of final landing cost as per **Annexure –‘E’** in case of import and **Annexure –‘F’** in case of indigenous items.
   3. The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and CIF/CIP basis respectively. However the CIF/CIP prices quoted by any foreign bidders shall be loaded further as under :
5. Towards customs duty and other statutory levies-as per applicable rates.
6. Towards custom clearance, inland transportation etc. – 2% of the CIF/CIP value.
   1. Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the Contract would be made on CIF/CIP basis only.
   2. The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.
7. **The Vague terms like “packing, forwarding, transportation………….. etc. extra” without mentioning the specific amount/percentage of these charges will not be accepted. Such offers shall be treated as incomplete and rejected.**
8. **REASONABILITY OF PRICES :**
   1. Please quote best minimum prices applicable for a premiere Research Institution, **leaving no scope for any further negotiations on prices**.
   2. **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to IMTECH to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
   3. Copies of **at least last two supply orders of the last 3 years** received from other customers along with details of such supply orders preferably in India for the same item/model **may be submitted with the offer** giving reasons of price difference of their supply order & those quoted to us, if any. (As per **Annexure –‘H’).**
   4. The party must give details of identical or similar equipment, if any, supplied to any CSIR lab during last three years along with the final price paid and Performance certificate from them.
9. **ANNUAL MAINTENANCE CHARGES:** The party **must** mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention.
10. **SPECIFICATIONS:**

**A.** Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected/supported by the printed technical leaflet/literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party

**B. The technical bid shall be evaluated for acceptability by the technical committee and may call the tenderers for discussion. If necessary, the committee may modify the technical specification to suit the IMTECH requirement. In such case the opportunity shall be given to the participating bidders for submitting the revised bid as per modified specifications, if any.**

1. **COMPLIANCE STATEMENTS:**

**a. Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at ANNEXURE –‘B’.** The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.

**b**. Similarly, **the Compliance Statement/questionnaire for Terms & Conditions of the tender may be furnished,** **as per the enclosed format at Annexure –‘A’,** along with quotation (with techno- commercial bid in case of two bid tender system).

**c. The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.**

1. **PERIOD & MODE OF DELIVERY:** **The delivery period is the essence of supply; hence** it must be indicated specifically in the quotation. Mode of delivery, tentative size and weight of consignment may also be indicated in the quotation.
2. **PERFORMANCE SECURITY:** All the successful bidders will have to submit the Performance Bank Guarantee within 21 days from the award of Purchase Order or establish a Standby Letter of Credit (SLOC) or a Bankers cheque / or FDR pledged in favour of DIRECTOR, IMTECH for required amount as per payment terms mentioned at clause **16** below except where supplier opts for release of amount equivalent to PBG after expiry of warranty period. The PBG format shall be provided to the successful bidder later on along with the purchase order.
3. **PAYMENT CONDITION:**

**A. FOR INDIGENEOUS SUPPLIES:**

**Payment on Bill Basis after supply:**  For local supplies the payment will be made only after satisfactory installation, commissioning and performance of the equipment at INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh and after certification by our technical expert/scientist. However, supplier will be required either to submit performance bank guarantee for **10%** amount of the total value of equipment, after installation of the material, valid up to 60 days after the expiry of warranty period or the equivalent amount shall be released after expiry of the satisfactory warranty period.

**B. FOR IMPORTS:**

The payment against imports shall be made through irrevocable L/C. L/C will be opened for 100% FOB/CIP/CIF value. **90% of L/C** amount shall be released on presentation of complete and clear shipping documents and remaining **10%** shall be released after installation/demonstration/commissioning, subject to submission of PBG of equivalent amount to cover the warranty period. The PBG should remain valid up to 60 days after the expiry of warranty period. **In case of non-submission of PBG, remaining payment i.e. 10% will be released only after the completion of warranty period.**

1. **COMMENCEMENT OF WARRANTY PERIOD:** The warranty period of an item shall commence from the date of receipt of the item in good working condition and satisfactory installation/commissioning/demonstration at the project site in INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.
2. **NO ADVANCE PAYMENT:** No advance payment will be made to any supplier.
3. **INSTALLATION:** **The equipment should be installed/commissioned and demonstrated, by the supplier at the lab immediately** but in any case within one month after receipt of the item in the lab and the same will be put under operation to the satisfaction of our technical expert/Scientist who will test the performance of the equipment. No separate charges for installation etc. will be paid to the party beyond the quoted prices.
4. **GUARANTEE/WARANTEE:** The equipment/instrument must be guaranteed/warranted for a period of at least **one** **year, if not specifically mentioned otherwise in the specifications sheet, from the date of its satisfactory installation/commissioning** against all manufacturing defects. If the equipment is found defective during this period the whole equipment or part thereof will have to be replaced/repaired by the supplier free of cost at the lab. or at site of the supplier for which ‘to and fro’ expenses will be borne by the supplier. However, if the items are guaranteed for a period of more than one year, it may be specifically mentioned in the quotation.
5. **SPARE PARTS:**  Availability of spare parts of the equipment/instrument must be guaranteed for a period of at least seven years from the date of supply.
6. **AFTER SALES SERVICES:** It should be clearly mentioned in the quotation whether the after sales services during and after the completion of warranty shall be provided directly by the supplier or their authorized agent/representative. Terms of the after sales services, if any, may be mentioned in the offer. However, in both the cases the original supplier shall be responsible for poor performance/services.
7. **INSPECTION :**
8. The inspection of the system will be done by our technical expert /Scientist in the presence of firm’s representative.
9. In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the lab. or CIF basis till satisfactory installation of the system.
10. The supplier **should arrange for physical Inspection of the items directly or through their authorized representative within seven days of arrival of the consignment failing which they will be responsible for the losses.** After the shipment is effected, the supplier/its representative/Indian agents must remain in touch with the lab/instt. to ascertain the date of arrival of consignment.
11. **AUTHORIZATION OF INDIAN AGENTS & INDIAN REPRESENTATIVE:**
12. **In case of Imported items, the certified copy of the agency agreement between the Principal Manufactruing company and the Indian Agent must be enclosed**.
13. **Foreign Bidder must disclose the name and address of agent and representative in India Likewise Indian Bidder must also disclose their Foreign principal or associates.**
14. In case there is involvement of an /Indian agent/representative in any form as mentioned at (b) below, an authority letter / copy of agreement from the principal manufacturer must be submitted with the quotation.
15. Where quoting party/Indian representative claims to be the subsidiary or branch office or an authorized representative of the principal foreign manufacturer/supplier in India, then a copy of approval from RBI/Ministry for operating business in India as Subsidiary/Branch/Liaison office or Joint-Venture may be submitted with offer.
16. The details of all supplies involving the foreign exchange shall be furnished to the Enforcement Directorate, Chandigarh as per rule. It may be noted that only the quoting parties & their principals shall be responsible for violation of Foreign Exchange Management Act (FEMA) for not declaring the actual bilateral mutual interests, if any.
17. Indian agency commission shall be paid only to the Indian Agents in Indian Rupee out of the quoted FOB/Ex-works prices, after receipt of goods in good working condition & satisfactory installation/demonstration/commissioning of the items.
18. **USERS LIST :**

**a.** The list of users specifically for the same model/make of the quoted item (not the list of general users) along with the complete name, address & contact numbers of the user organizations/persons may be submitted with the quotation along with the performance certificates from all/some of them.

**b. If you have supplied identical or similar equipment to other CSIR Labs./Instts., the details of such supplies for the preceding three years shall be given together with the prices finally paid.**

1. **PENALTY CLAUSE FOR LATE DELIVERY & LATE INSTALLATION:**
2. **Subject to operation of Force Majeure, time for delivery and acceptance is the essence of this contract. The supplier shall arrange to ship the ordered materials within the delivery period mentioned in the order unless extended with/without penalty.**
3. In case of delay in supply on part of the supplier, a penalty @ 0.5% per week of Order/FOB value will be charged for delayed period subject to a maximum of 10% of order/FOB value.
4. If the delay in the shipment of the ordered materials attributable to the supplier exceeds agreed time period from the date of original agreed upon date of shipment and extended with/without penalty, the INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh shall have the right to cancel the contract/purchase order and recover the liquidated damages from other dues of the party or by legal means. It will also affect the other/future business dealings with such suppliers.
5. **The same rate of penalty shall be applicable for late installation of the equipment/instrument also.**

1. **TRAINING:** Wherever needed,Our Scientist/Technical persons should be trained by the supplier at the project site free of cost. In case the person is to be trained at supplier’s site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including ‘to & fro’ fares and lodging & boarding charges.
2. **NON-SUBMISSION OF TENDER:** In case you are unable to submit your quotation against our tender enquiry we would appreciate and expect a note of regret from your side giving in brief, reasons for not quoting.
3. **DELETION OF NAME :** Names of bidders, backing-out/defaulting after opening of tenders will be recommended for deletion from the list of suppliers in addition to forfeiture of EMD submitted by them, if any.
4. **LATE/ DELAYED /UNSOLICITED QUOTATION:** Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
5. **ACCEPTANCE OR REJECTION OF OFFER:** The Director, INSTITUTE OF MICROBIAL TECHNOLOGY, Chandigarh reserves the right to accept or reject any quotation /tender in part or full without assigning any reason thereof. The successful bidder should submit Order acceptance within 15 days from the date of issue.
6. **PAGE NUMBERING & SIGNATURES:** Your offer should be a page numbered and signed by an authorized signatory giving his/her name and designation below the signatures.
7. **INTERIM ENQUIRIES:** No interim inquiries will be attended.
8. **FORCE MAJEURE:** The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

1. DISPUTE SETTLEMENT: All disputes arising out of this contract shall be referred to the sole arbitration of the Director General of Council of Scientific & Industrial Research (CSIR) and Secretary, Department of Scientific & Industrial Research (DSIR) Govt. of India or his nominee, who is overall controlling authority of this laboratory as per the provisions of Indian Arbitration and Reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. However, in case of importers, the provisions related to Arbitration as per the United Nations Commission on International Trade Laws (UNCTRAL) will be applicable and binding on both the parties. The venue of arbitration in both the above cased will be New Delhi (INDIA).
2. Bid Security and Performance Security: The firm registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the CSIR Labs./Instt., if any, are exempted from payment of Bid Security provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.

**Section Officer (Stores & Purchase)**

**Encl:**

* + - 1. Format for Compliance of Terms & Conditions.
      2. Set of Specifications

**Annexure -‘A’**

**FORMAT/QUESTIONNAIR FOR COMPLIANCE OF TERMS AND CONDITIONS**

**Tender No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE:**

1. **Quotation will not be considered without submission of this format.**
2. **If a particular question is not at all applicable please write NA in compliance part in Col. No. 4 below.**
3. **Kindly see the relevant terms & conditions of the tender document as mentioned in Col. No. 3 in each question before replying to the questions mentioned in Col. 2 below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNo** | **Terms & condition of Tender document** | **Relevant Clause No. of the tender terms & conditions of the tender** | **Whether acceptable (say ‘Yes’ or ‘No’ (preferably use different colour ink for ‘No’)** | **Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for** |
| **1** | **2** | **3** | **4** | **5** |
| **1** | a.) Whether quotation is direct from Principal supplier/manufacturer or their own office in India (Please specify) | **Clause 2(a)** |  |  |
| b) Whether quotation is being submitted by Indian Agent/authorized distributor/ dealer | **Clause 2(a)** |  |  |
| c) Whether the agent is registered with DGS&D / NSIC | **Clause 4(a)** |  |  |
| **2** | a) Whether the Techno-commercial and price bids (for two bid tender system only) have been kept in separate envelopes duly marked with “Techno-commercial Bid” and “Price Bids” respectively. | **Clause 2(l)** |  |  |
| b) Whether the tender No., Due date & Opening dates have been written outside all the envelopes. | **Clause 2 (m)** |  |  |
| **3** | Whether techno-commercial Bid contains EMD, technical literature/leaflets, detailed specifications & commercial terms & conditions etc. as applicable. | **Clause 2(n)(A)** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4** | 1. Whether the required EMD is being submitted with the quotation | **Clause 4** |  |  |
| 1. Please specify the form of EMD whether in the form of DD/bank guarantee or TDR/FDR (Please mention No., date & amount of EMD documents.) or Bid Security Format at Annexure –‘C’ | **Clause 4** |  |  |
| 1. Pre-receipted bill for refund of EMD is enclosed (for bank drafts only) | **Clause 4** |  |  |
| **5** | 1. If the prices are on Ex-Works basis or FOB (names port of shipment ) or FCA (named place of delivery abroad) | **Clause 5 (A) & (B)** |  |  |
| 1. Whether specific amounts or percentage of expenses like packing, forwarding, handling, freight, insurance, documentation etc. have been mentioned in quotation separately in clear terms. | **Clause 5(B), (C)** |  |  |
| **6** | a) Whether prevailing rates of GST, & other govt. levies (for indigenous supplies) have been given in quotation | **Clause 5 (A), (C)** |  |  |
| **7** | Have you mentioned the validity period of the quotation as per our requirements | **Clause 6** |  |  |
| **8** | a) Whether the Price reasonability Certificate is submitted with quotation | **Clause 9 (b)** |  |  |
| b) Whether copies of last two supply orders of the same item from other customers have been attached with the quotation | **Clause 9 (c)** |  |  |
| c) If there is any difference in prices of last two orders & those quoted to us. If yes, please give reasons for the same | **Clause 9 (c)** |  |  |
| d) Whether supplied in CSIR Labs. | **Clause 9 (d)** |  |  |
| **9** | Whether rates/amount of AMC after the warranty period is over has been mentioned | **Clause 10** |  |  |
| **10** | Have you gone through the specification Clause & complied with the same | **Clause 11**  **(A) & (B)** |  |  |
| **11** | Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the quotation and Printed technical literature/ leaflets of quoted items have been submitted |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **12** | Whether compliance statement of specifications has been attached with the quotation. | **Clause 12 (a) & annexure- ‘E’** |  |  | |
| **13** | a) Whether the delivery period for supply of the items has been mentioned | **Clause 13** |  |  | |
| b) Whether mode of delivery & tentative size & weight of the consignment has also been indicated | **Clause 13** |  |  | |
| **14** | Do you agree to the submission of Performance Bank Guarantee/Standby L/C and have you mentioned in your quotation about this. | **Clause 14** |  |  | |
| **15** | a) Do you agree with the payment terms for indigenous supplies? | **Clause 15 A** |  | No deviation permitted | |
| b) Do you agree with the payment terms for imports supplies? | **Clause 15 B** |  |
| **16** | Do you agree about the date of commencement of warranty period & its extension is necessary. | **Clause 16** |  |  | |
| **17** | a) Who will install/commission and demonstrate the equipment **at lab. FREE OF COST** | **Clause 18** |  |  | |
| b) Will you be able to do it within a month | **Clause 18** |  |  | |
| **18** | Have you mentioned the guarantee/warrantee period in your quotation and do you agree with guarantee clause? | **Clause 19** |  |  | |
| **19** | Spare parts | **Clause 20** |  |  | |
| **20** | After Sales service | **Clause 21** |  |  | |
| **21** | a) Do you agree that on receipt of material in damaged condition or short supply you will replace the same on CIF basis, free of cost pending the settlement of the insurance claim? | **Clause 22 (b)** |  |  | |
| b) Do you agree with the clause of physical inspection? | **Clause 22 (c)** |  |  | |
| **22** | **For Import Cases only:**  a) Whether the certified copy of the agency agreement between the PrincipalManufactruing company and the Indian Agent is enclosed. | **Clause 23 (a)** |  |  | |
| b) Foreign Bidder must disclose the name and address of agent and representative in India Likewise Indian Bidder must also disclose their Foreign principal or associates. | **Clause 23 (b)** |  |  | |
| c) If the party is a subsidiary or corporate branch office of the foreign supplier, then whether copy of the approval from Reserve Bank of India is attached with the offer | **Clause 23 (d)** |  |  | |
| **23** | Whether list of specific user’s for the same item & model as quoted along-with performance certificates from the users is submitted with offer | **Clause 24** |  |  |
| **24** | Whether you agree to the penalty clause for late delivery & installation? | **Clause 25 (a to d)** |  |  |
| **25** | Whether training to our scientist/technical person **will be given free of cost**. If yes, have you specified in quotation whether it will be in our lab? Or at supplier’s site in India or abroad. | **Clause 26** |  |  |
| **26** | a) Whether all the pages have been page numbered? | **Clause 31** |  |  |
| b) Whether quotation has been signed and designation & name of signatory mentioned. | **Clause 31** |  |  |
| **27** | Do you agree to settle the issue through the sole arbitration of the DG, CSIR or his nominee? | **Clause 34** |  |  |

**Signatures of the authorized signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Seal of the quoting party** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated:\_\_\_\_\_\_\_\_\_\_\_**

**Annexure-‘B’**

## FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. N. | Name of specifications/  part / Accessories of tender enquiry | Specifications of quoted Model/ Item | Compliance  Whether “YES” Or “NO” | Deviation, if any, to be indicated in unambiguous terms | Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |

**Annexure – ‘C’**

**BID SECURITY FORM**

Whereas ……………………………… ………………………………… . . . (Hereinafter called “the tenderer”) has submitted their offer dated …………….. .for the supply of …………………………………………… (Hereinafter called “the tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KNOW ALL MEN by these presents that WE …………………………………………… . . .. . . . . . .. (Name of bank) of ……………………….. …………… (Name of country), having our registered office at ………………………………………………………………….. . . . . . . . . . . . . . . . . . . . (Address of bank) (Hereinafter called the “Bank”), are bound unto … …… ……………………………………………… … (Name of purchaser) (Hereinafter called “the purchaser”) in the sum of ……….. …………….. .. for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ……. day of..…….. 20…….

THE CONDITIONS of THESE OBLIGATIONS are:

* + - 1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
      2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity.
      3. If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
      4. Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchase will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

The guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

**…….……………………**

**(Signature of the authorized officer of the Bank)**

**Name and Designation of the Officer**

Seal, Name & Address of the Bank and address of the branch

**Annexure-‘E’**

**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD**

**Name of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | | 7 | | 8 | | 9 |
| Sl No | Item Description | Country of origin | Unit | Qty | Unit Price | | Total price  (5x6) | | Charges for Insurance & transportation to port/ place of destination | | Total Price (7+8) |
| FOB  (named port of shipment) | FCA  (named place of delivery) | FOB  (named port of shipment) | FCA  (named place of delivery) | Ocean | Air | CIF |
|  |  |  |  |  |  |  |  |  |  |  |  |

Total Bid price in foreign Currency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words.

**Signature of Bidder**

**Name:**

**Business Address:**

**Note:**

1. Indian agents name & address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Installation, commissioning & training charges, if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Cost of Spares \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The Indian agent’s commission shall paid in Indian Rupees only based

on the Exchange Rate prevailing on the date of negotiation of documents

in accordance with clause 22.1 of GCC.

1. The cost of optional items shall be indicated separately.

**Annexure-‘F’**

**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA**

**Name of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| Sl. No. | Item Description | Country of Origin | Unit | Qty | Ex-Works. Ex-Warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) | Total price  Ex-Works. Ex-Warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) 5x6 | GST & other taxes etc. payable, if contract is awarded | Packing & forwarding up to station of dispatch, if any | Charges of inland transportation, insurance up to Lab./Instt. | Installation, Commissioning & training charges, If any. |
|  |  |  |  |  |  |  |  |  |  |  |

Total Bid price in foreign Currency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words.

**Signature of Bidder**

**Name:**

**Business Address:**

**Note:**

1. The cost of optional items shall be indicated separately.
2. Cost of spares \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-‘G’**

**MANUFACUTRER’S AUTHORIZATION FORM**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that re binding on the Manufacturer]*

Date: *[Insert date (as Day, month and year) of Bid submission]*

Tender No.: *[Insert number from Invitation for Bids]*

To: *[Insert complete name and address of Purchaser]*

WHEREAS

We [*insert completer name of Manufacturer],* who are official manufacturers of [*Insert type of goods manufactured]* having factories at [*insert full address of Manufacturer’s factories],* do hereby authorize[insert *complete name of Bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods],* and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with **Clause 20** of the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: [*insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: [*insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: [*insert complete name of Bidder]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert date of signing]*

**Annexure-‘H’**

**PREVIOUS SUPPLY ORDERS FORMAT**

Name of the Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Order placed by  {*Full address of Purchaser]* | Order No. and Date | Description and quantity of ordered equipment | Value of order | Date of completion of delivery as per contract | Date of actual completion of delivery | Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us. | Has the equipment been installed satisfactorily?  (*Attach a certificate from the Purchaser/ Consigner]* | Contact Person along with Telephone no., Fax no. and e-mail address. |
|  |  |  |  |  |  |  |  |  |

Signature and Seal of the Manufacturer/ bidder …………………………………

Place:

Date:

**Annexure-‘I’**

**BIDDER INFORMATION FORM**

[The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done on the letter head of the firm]

Date: [*Insert date (as day, month and year) of Bid Submission]*

Tender No.: [*Insert number from invitation of bids]*

Page 1 of \_\_\_\_\_\_\_\_\_\_\_ pages

Bidder’s Legal Name *[Insert Bidder’s legal name]*

In case of JV, legal name of each party: *[insert legal name of each [arty in JV]*

Bidders actual or intended Country of Registration : *[insert actual or intended country of registration]*

Bidder’s year of registration: [*insert Bidder’s year of registration]*

Bidder’s Legal Address in Country of Registration: *[insert bidder’s legal address in country of registration]*

Bidder’s Authorization Representative Information

Name: *[insert Authorization Representative’s name]*

Address: *[insert Authorization Representative’s address]*

Telephone/Fax numbers: *[insert Authorization Representative’s telephone/fax numbers]*

Email address: *[insert Authorization Representative’s email address]*

Attach are copies of original documents of : *[check the box(es) of the attached original documents]*

Articles of Incorporation or Registration of firm names in 1 above.