

निविदा / कोटेशन के लिए आमंत्रण

INVITATION FOR TENDER / QUOTATION

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मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
 इलाहाबाद-211004 (भारत)

Motilal Nehru National Institute of Technology Allahabad
 Allahabad-211004 (India)

An Institute of National Importance as Declared by NIT Act, GOI, 2007

Limited Tender Enquiry (Two-Bid System)

TENDER SUMMARY	
Limited Tender No.	LT-15/MNNITA/CIR/Analytical Balance/2013-14 Date 11/01/2013
Item Description	Analytical Balance (as per specifications given at Chapter-three)
Last date, time and place of submission of tender	06-Feb-2013 up to 14:30 hrs. ; Office of Faculty In-charge (Purchase), Motilal Nehru National Institute of Technology Allahabad, Telierganj, Allahabad-211 004 (U.P.)
Opening of Tenders (date, time and place)	06-Feb-2013 at 15.00 hrs.; Office of Faculty In-charge (Purchase),, MNNIT Allahabad
Tender Fee	Rs. 200.00 (Non-refundable), in form of a Demand Draft drawn in favor of DIRECTOR, MNNIT Allahabad.
Earnest Money Deposit (EMD)	Rs. 2,400/- (Rs. In words Two thousand four hundred only) , in form of FDR /Bank guarantee, from any of the Commercial Banks, drawn in favour of " Director, MNNIT Allahabad " payable at Allahabad, and valid for a period of 45 days beyond the final bid validity period.
Limited Tender Type	Two Bid System- The technical bids (Part-1) are to be opened by the MNNIT Allahabad at the first instance and evaluated by a competent committee or authority. At the second stage Price bid (Part-2) of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. Please refer tender document, for details.

To,

Sub: Invitation of bids under '**Limited Tender Enquiry (Two-Bid System)**' for the supply and installation of Analytical Balance as follows:

Dear Sir

Director, Motilal Nehru National Institute of Technology Allahabad, Allahabad invites sealed tenders from reputed manufacturers or their authorized representatives, for the procurement of following item(s):

Sl. No.	Description of Item with Specifications	Quantity
1.	Analytical Balance (Detailed Technical Specifications given at Chapter-three)	01 No.

All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids in two parts as under:

- Technical bid (Part-1) consisting of all technical details along with commercial terms and conditions, and
- Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid.

The sealed tenders must be submitted in the Office of the Faculty In-charge (Purchase), on or before **06 February, 2013 up to 14:30 hrs.** The received tenders will be opened **06 February, 2013** on at **15:00 hrs.** in the office of the undersigned, in the presence of bidder's authorized representatives, who choose to attend and shall sign a register evidencing their attendance.

(Faculty In-charge (Purchase))
 MNNIT ALLAHABAD

CHAPTER-1

INSTRUCTIONS TO BIDDERS (ITB)

1. Only original manufacturer or his authorized dealer need apply.
2. All the pages/documents of the Tender should bear the dated signature (in ink) of the bidder/tenderer with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
3. Bidders/Tenderers are required to note that they should substantiate the compliance statement, for technical specifications with necessary and relevant documents, wherever applicable. They should not merely write a "Yes" or "No" in the "Bidder/Tenderer's Response" column but bring out salient features/limitations of their proposed equipments/items.
4. The bids under **Two Bid System** will consist of two parts as following details:
 - a) Technical bid (Part 1) consisting of all technical details along with Commercial terms and conditions, and
 - b) Price bid (Part 2) indicating item wise price for the items mentioned in technical bid.
 - c) In stage-one, only the 'Technical bid (Part 1)' shall be opened and evaluated. In stage-two, the 'Price bids (Part 2)' of only the technically acceptable offers will be opened, for further evaluation and ranking before awarding the contract.
5. The prices must be net per unit or for appropriate number as specified in Tender Document, for delivery up to MNNIT Allahabad. Sales Tax/Central Sales Tax/Octroi duty, if leviable and intended to be claimed from the purchaser, must be specifically mentioned along with the price quoted, failing which no such claim will be admitted on any ground and at any stage.
6. **Earnest Money Deposit (EMD)**
 - a) The quotation must be accompanied by Earnest Money Deposit (EMD). Tenders without earnest money will not be entertained. This requirement, however, will not apply to bidders who are registered with the National Small Industries Corporation (NSIC).
 - b) The EMD shall be in the form of FDR /Bank guarantee from any of the Commercial Banks drawn in favour of "**Director, MNNIT Allahabad**" payable at Allahabad. This bid security should remain valid for a period of 45 days beyond the final bid validity period. If the EMD is not found valid in terms of the amount wise, period wise or otherwise, technical bid of the bidder shall not be opened.
 - c) The EMD should be submitted in a separate cover, duly super-scribed and kept inside the bigger cover containing the separate sealed covers pertaining to Technical bid (Part 1) and Price bid (Part 2).
 - d) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends /impairs or derogates from the tender in any respect within the period of validity of the tender.
 - e) The earnest money of all the unsuccessful tenderers will be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 21 days after issue of the purchase order.
 - f) The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security within 21 calendar days of the placement of the purchase order, the earnest money shall be liable to be forfeited by the purchaser.
 - g) No interest will be payable by the Purchaser on the Earnest Money Deposit.
7. **Performance Security**
 - a) The successful bidder shall submit a Performance Security @ 10% of the cost of the equipment within 21 calendar days of the placement of purchase order, in case of payment after satisfactory installation or through LC.
 - b) Performance Security @ 100% of the cost of the equipment should be submitted in case of payment through advance wire transfer valid till successful installation of the equipment, thereafter Performance Security @ 10 % of the cost of the equipment should be submitted.
 - c) The Performance Security shall be in the form of FDR /Bank guarantee, from any of the Commercial Banks, drawn in favour of "**Director, MNNIT Allahabad**" payable at Allahabad.
 - d) This Performance Security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations and will be released only after completion of all contractual obligations successfully.
 - e) No interest will be payable by the Purchaser on the Performance Security deposited.
 - f) In case supplier fails to deliver the items within stipulated period or failed to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
8. **Sealing and Marking of Bids**
 - a) EMD and Tender Fee should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as "EMD and Tender Fee for Tender No.: **LT-15/MNNITA/CIR/Analytical Balance/2013-14**".
 - b) The 'Technical bid (Part 1)' should be sealed in a separate envelope (ENVELOPE-TWO), duly super-scribed as "Technical Bid (Part 1) for Tender No.: **LT-15/MNNITA/CIR/Analytical Balance/2013-14**".
 - c) The 'Price bid (Part 2)' should be sealed in separate envelopes (ENVELOPE-THREE), duly super-scribed as "Price Bid (Part 2) for Tender No.: **LT-15/MNNITA/CIR/Analytical Balance/2013-14**".
 - d) These THREE separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-FOUR), which should also be sealed. Each of these FOUR envelopes MUST be super-scribed with following details:

- Tender No.:
 - Due Date and Time.....
 - Name and complete correspondence address of the firm/bidder.....
 - e) The following Documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Technical Bid (Part-1) in ENVELOPE-TWO :
 - (i.) Checklist for Eligibility Criteria (**Format-A**)
 - (ii.) Bid Proposal Sheet (**Format-B**)
 - (iii.) Bidder's Statement (**Annexure-1**)
 - (iv.) Compliance to the Terms and Conditions of the Tender Document (**Annexure-2**)
 - (v.) Compliance to the Technical Specifications (**Annexure-3**)
 - (vi.) Bill of Material (**Annexure-4**). [**Note: Prices should NOT be indicated in this envelope.**]
 - (vii.) Deviation Statement Form (**Annexure-5**)

- (viii.) Manufacturers' Authorization Form (MAF) (**Annexure-6**)
- (ix.) Price Responsibility Certificate (**Annexure-7**)
- (x.) Earnest Money Deposit / Bid Security Form (**Annexure-8**)
- (xi.) Compliance to Eligibility Criteria of the bidder and the OEM as per Tender document (Annexure-2). Supporting documents must be enclosed.
- (xii.) Project Plan Document describing the requirements/responsibilities of MNNIT Allahabad.
- (xiii.) Technical Literature of the Products quoted, as Per the Technical Specifications.
- (xiv.) List of documents provided in support of Tenderer's Credentials.

f) The following Documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Price Bid (Part-2), in ENVELOPE-THREE :

(i.) PRICE BID (PART 2): Price Schedule Form, as given in **Chapter-5**.

- 9. The bidders are requested to enclose only requisite and relevant data, which has been asked for.
- 10. The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.

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CHAPTER-2

GENERAL CONDITIONS OF CONTRACT (GCC)

- 1. Quotations must be submitted within the prescribed time. MNNIT Allahabad, Allahabad shall not be liable for postal delays. The incomplete tenders and the tenders received after the due date of submission will not be considered.
- 2. The rates quoted should remain firm for **120 days** from the last date of submission of the tender.
- 3. The principal manufacturer only should submit the quotation. However, if quotations are submitted by Authorized dealers/distributors, it can be acceptable only in case they attach a latest and valid authorization letter of their principals indicating that they are authorized to quote on behalf of their principals and are fully equipped to render us after sale service during warranty and thereafter.
- 4. **Eligibility Criteria for the Bidder:**
 - a) The Bidder should be an Authorized partner having a direct purchase and support agreement with the OEM.
 - b) A letter of authorization from the Principal specific to the tender should be enclosed.
 - c) The 'manufacture's authorization from (MAF)' for each of the product quoted should be submitted in the enclosed format.
 - d) The bidder should have availability of service engineer and/or a service center operating in or around Allahabad. Communication address and telephone numbers for the same should be provided.
 - e) The bidder should have an experience of supplying such items, to reputed Indian organizations, especially NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc. The details of such supplies for the preceding three years, where successful supply and installations have been made during the preceding three years, should be given together with the full address, telephone numbers and fax numbers of the customers, together with the prices eventually or finally paid. Copies of 'Purchase Orders' of Customers **MUST** be enclosed along with.
 - f) The bidder will have to submit an undertaking stating that they will NOT be outsourcing any work specified in this tender document to any other party
- 5. **Criteria for the OEM of the product:**
 - a) The OEM of the equipments being quoted by the bidder should have presence in India for more than 10-years.
 - b) OEM should have members participating in International Standard Bodies like ISO/IEC/EIA/TIA etc.
 - c) The principal vendor should have local offices in India.
 - d) The principal of the bidder/tenderer should have a 24 x 7 technical assistance center in India and the bidder must have service centers of their own in northern India with engineers qualified to handle the repair & maintenance work.
 - e) The principal of the bidder/tenderer should have annual average turnover, for last three financial years, of at least 04 lakhs and should have at least 5 logistics support centers in India, to service/replace the faulty equipment within a time frame of 48 hours. The principal vendor should also have the valid sales tax registration number for the logistic support center in India for spare and replenishment.
- 6. The tenderer must quote guaranteed period of delivery of stores. The orders must be executed within stipulated date of delivery otherwise the same is liable to be cancelled without any reference.
- 7. Part shipment will NOT be allowed.
- 8. The equipment shall be new, calibrated and supplied along with the valid calibration certificate
- 9. Indicate the names of the Indian reputed Organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users.
- 10. If supplied identical or similar equipment to other NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- 11. **Inspection & Testing:** Goods will be inspected by the Purchaser at his end. Goods rejected on inspection will be replaced by the supplier free of cost and all charges for collection and delivery of the same to the Purchaser (Port of discharge) will be to suppliers account.
- 12. **Warranty:** The equipment supplied should be under a warranty of minimum one year, preferably three years, **from the date of satisfactory installation**. The supplier is required to eliminate any faults occurring during this period without delay by improvement or replacement free of cost.
- 13. Quotations may also state the cost of Annual Maintenance Contract for 5 years, if applicable, (in steps of one year) after warranty (**Optional**).
- 14. Service support in the form of maximum down time expected, penalty clauses, duration of support etc., should be provided.
- 15. **Installation, Testing and Commissioning:** After successful inspection and testing by the Purchaser, the equipment (along with its associated systems, devices and equipment) shall be installed, tested and commissioned at location specified by Purchaser.
 - a) Installation, Commissioning and satisfactory Demonstration of the whole System and Training should be free of cost.
 - b) The Installation, Commissioning and Demonstration of the system should be completed within two weeks from the date of arrival of the items at MNNIT Allahabad.
 - c) The entire responsibility of installation, integration and operational performance of the equipments/items will be of the Bidder/Tenderer.

- (i) A detailed description of the essential technical and performance characteristics of the goods;
 - (ii) **A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the warranty period following commencement of the use of the goods by the Purchaser in the Priced- bid ; and**
 - (iii) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions, in the format enclosed as 'deviation statement form' to the provisions of the Technical Specifications.
- 15. For purposes of the commentary to be furnished pursuant to above, the Bidder/Tenderer shall note that standards for workmanship, material and equipment, designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder/Tenderer may substitute these in its bid, provided that it demonstrates to the Purchaser's satisfaction that the **substitutions ensure substantial equivalence to those designated in the Technical Specifications.**
 - 16. Bidder/Tenderer should also provide the published research papers/literature, characterized the samples for Tensile/Flexural and compressive properties.
 - 17. Compliance to above Specific Technical Conditions, given as **Annexure: 3**, will be considered for overall evaluation of the bid and non-compliance of any of the above technical terms & conditions/specifications may turn into rejection.
 - 18. 5 Year Comprehensive On-site Warranty and Maintenance of the system with factory trained manpower.
 - 19. Users should be imparted training at our site.
 - 20. Annual Service Contact: Annual service contact should be quoted along with the price bid separately.
 - 21. Licenses for all the databases and computational software should be for minimum of five years with upgrades.
 - 22. Information of full details of flexibility with the add-on modules in actual operational conditions along with description of all the parts should be submitted.
 - 23. Any additional advanced features of the equipment and accessories can be quoted with full details and specifications as optional.
 - 24. All essential and recommended spares should be informed and should be quoted.
 - 25. Necessary pre-installation advice including power requirement should be enclosed along with the offer.
 - 26. Service facility in India.
 - 27. List of users in India.

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(B.) SCOPE OF WORK

The work includes the following:

- (1.) The supply and installation of equipment with accessories.
- (2.) Testing of equipment.
- (3.) to provide, one copy each of following documentation (on CD/DVD and printed manual, both)
 - (i.) installation manual,
 - (ii.) operating manual, and
 - (iii.) Service Manual.
- (4.) Any other work required for equipment making functional up to the satisfaction of MNNIT Allahabad.

Signature with date and Seal of the Manufacturer/Bidder

CHAPTER-3

SPECIFICATIONS

The **Central Interdisciplinary Research (CIR)** of Motilal Nehru National Institute of Technology Allahabad requires Analytical Balance for the Department. The **DETAILED TECHNICAL SPECIFICATIONS** as per the following.

TECHNICAL SPECIFICATIONS OF ANALYTICAL BALANCE

S. No.	Item	Description
1.	Readability	0.01 mg to 200 gm

Signature and seal of the Manufacturer/Bidder

CHAPTER-4

Technical Bid (Part 1)

Technical Bid (Part-1) will be the compilation of following documents, along with required supporting documents. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Format – A : Check List for Eligibility Criteria (On the Letter Head of the Bidder)
3.	Format – B : Bid Proposal Sheet (On the Letter Head of the Bidder)
4.	Annexure-1 : Bidder's Statement (On the Letter Head of the Bidder)
5.	Annexure-2 : Compliance Statement of the Terms and Conditions for Tenders
6.	Annexure-3 : Compliance of bidder with reference to various lab equipment (On the Letter Head of the Bidder)
	Part (A): Compliance of bidder with reference to Hot Air Oven
	Part (B): Compliance of bidder with reference to Magnetic Stirrer
	Part (C): Compliance of bidder with reference to Analytical Balance
	Part (D): Compliance of bidder with reference to Automatic Hydraulic Balance
	Part (E): Compliance of bidder with reference to Digital Signal Oscilloscope
7.	Annexure-4 : BILL OF MATERIAL (BOM) (On the Letter Head of the Bidder)
8.	Annexure-5 : DEVIATION STATEMENT (On the Letter Head of the Bidder)
9.	Annexure-6 : MANUFACTURERS' AUTHORIZATION FORM (MAF) (On the Letter Head of the Manufacturer)
10.	Annexure-7 : PRICE REASONABILITY CERTIFICATE (On the Letter Head of the Bidder)
11.	Annexure-8 : EARNEST MONEY DEPOSIT / BID SECURITY FORM

[NOTE: The Technical Bid (Part-1) must be submitted in an organized and structured manner. None of the documents/brochures/ leaflets etc. should be submitted in loose form.]

Signature and seal of the Manufacturer/Bidder

Format – A

CHECK LIST FOR ELIGIBILITY CRITERIA

(ON THE LETTER HEAD OF THE BIDDER)

Sl. No	PARTICULARS	To be Filled by Bidder			
		YES	NO	N.A.	Enclosure No.
1.	Enclose a copy, if registered with				
	a. NSIC				
	b. SSI				
	c. DGS&D				

2.	Required Tender Fees (in the form of DD)				
3.	Required Earnest Money deposit (in the form of FDR / BGR)				
4.	Format – A : Check List for Eligibility Criteria				
5.	Format – B : Bid Proposal Sheet				
6.	Annexure-1 : Bidder's Statement (On the Letter Head of the Bidder)				
7.	Annexure-2 : Compliance Statement of the Terms and Conditions for Tenders				
8.	Annexure-3 : Compliance of bidder with reference to various lab equipment				
	Part (A): Compliance of bidder with reference to Hot Air Oven				
	Part (B): Compliance of bidder with reference to Magnetic Stirrer				
	Part (C): Compliance of bidder with reference to Analytical Balance				
	Part (D): Compliance of bidder with reference to Automatic Hydraulic Balance				
	Part (E): Compliance of bidder with reference to Digital Signal Oscilloscope				
9.	Annexure-4 : BILL OF MATERIAL (BOM)				
10.	Annexure-5 : DEVIATION STATEMENT				
11.	Annexure-6 : MANUFACTURERS' AUTHORIZATION FORM (MAF)				
12.	Annexure-7 : PRICE REASONABLE CERTIFICATE				
13.	Annexure-8 : EARNEST MONEY DEPOSIT / BID SECURITY FORM				
14.	Copy of Firm's Registration (REF.: Item 4 of Annexure-1)				
15.	Copy of Firm's Registration for VAT/CST/LST/TIN/				
16.	Copy of the PAN no. of the Firm (REF.: Item 7 of Annexure-1)				
17.	Copy of the TIN no. of the Firm (REF.: Item 8 of Annexure-1)				
18.	Copy of the Service Tax Registration No. of the Firm (REF.: Item 9 of Annexure-1)				
19.	Supporting Document showing Annual Turn over for the last 3 years (REF.: Item 10 of Annexure-1)				
20.	List of Types of equipments supplied during preceding THREE years, as on date of signing the bid (REF.: Item 13 of Annexure-1)				
21.	List and Details of supplying similar equipments, supplied to reputed Indian organizations, especially NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc., during preceding THREE years, as on date of signing the bid. (REF.: Item 14 of Annexure-1)				
22.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender document, are attached.				
23.	All prices quoted, for products and services, are valid for a period of 120 calendar days from the last date of submission of bids. <i>No upward change in prices and 'terms and conditions' will be permitted to the bidder.</i>				
24.	The quoted prices are in Indian Rupees, and F.O.R. MNNIT Allahabad, Allahabad", inclusive of Packing, Forwarding, Freight/Cartage and insurance charges. <i>Please note that MNNIT Allahabad is an educational institution and is exempted from payment of Custom Duty and certain taxes, as per rules of Government of India for which necessary certificates will be provided by the MNNIT Allahabad.</i>				
25.	In Price Bid (Part 2), all applicable taxes, duties etc are mentioned, clearly and separately. <i>If taxes are not mentioned, it would be assumed that the rates quoted are inclusive of taxes.</i>				
26.	The bidder is registered with Ministry of Finance. <i>If the bidder is supplying the imported materials, he must be registered with Ministry of Finance.</i>				
27.	All relevant Technical Literature/Catalogue/Pamphlets/Technical Literature is attached along with Technical Bid (Part-1).				
28.	Please provide your delivery schedule , attached along with Technical Bid (Part-1), failing which your quotation will NOT be considered. <i>The successful bidders are required to supply the goods within prescribed delivery schedule from the date of purchase order.</i>				
29.	In case of becoming success bidder, the bidder agrees to submit a performance Bank Guarantee of 10% of the cost of the material, as per the Purchase Order of MNNIT Allahabad, along with the Acceptance.				
30.	The bidder agrees that In case the equipment/accessories are not supplied within specified delivery period, or the installation and commissioning is delayed beyond the specified time, a penalty @2% of the Purchase Order value for each month or part thereof , will be charged from the supplier.				

	The same would be deducted from the final payment.			
31.	The equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced on free of charge basis without lapse of time. In case the equipments are not repaired/ replaced within the "Service Time" quoted, the bidder agrees that suitable action may be taken by the MNNIT Allahabad.			
32.	The bidder agrees that all disputes, if arising related to this tender, shall be in courts of Allahabad.			
33.	The bidder agrees that the MNNIT Allahabad reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason. Further, Bill of Material (BOM) as indicated in this Tender Document is subject to change, determined by the needs of the MNNIT.			

Place:

Date:

Signature and seal of the Manufacturer/Bidder

Format - B
BID PROPOSAL SHEET
(ON THE LETTER HEAD OF THE BIDDER)

To
 Faculty In-charge (Purchase)
 MNNIT Allahabad, Allahabad

Subject: Supply and Installation of “Analytical Balance” at MNNIT Allahabad, Allahabad.

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications and scope of the work as specified in this document in respect of Supply and Installation of Equipments at MNNIT Allahabad, Allahabad do hereby propose to supply the required products and services.

Tender No.				
Tender Fees submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
EMD submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	FDR /Bank guarantee			

- (i) **PRICE AND VALIDITY:** All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All prices quoted by us for the products and services shall remain valid respectively for a period of **120 days** from the last date of submission of bids.
- (ii) **DEVIATIONS:** We declare that all the services shall be performed strictly in accordance with the Technical specifications mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.
- (iii) **ADDITIONAL PURCHASE/WORK ORDER:** We understand that the MNNIT Allahabad, Allahabad, in case of the requirements may also place repeat purchase order/work order on the company. In such cases, we shall accept and execute all the purchase/work order placed on us by MNNIT Allahabd, Allahabad.
- (iv) **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of MNNIT Allahabad, Allahabad.
- (v) **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (vi) **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount of 10% of the total order value.
- (vii) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
- (viii) **CERTIFICATE AND DECLARATION:**
- I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which MNNIT Allahabad reserves the right to reject the tender and/or cancel the contract
 - It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that MNNIT Allahabad is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
 - In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further MNNIT Allahabad is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
 - I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.
 - I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
 - Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
 - Our Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
 - I/We certify that, I have understood all the terms & conditions (GCC, SCC, STC etc.), and scope of work, as indicated in Chapter-Two of the tender document, and hereby accept all the same completely.
 - I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
 - We understand that you are not bound to accept the lowest or any bid you may receive.
 - I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

Signature and Seal of the Manufacturer/Bidder

Annexure-1
BIDDER'S STATEMENT
(ON THE LETTER HEAD OF THE BIDDER)

[NOTE: Tenderer should submit documents in support of minimum eligibility criteria along with the tender. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. A list of all documents submitted along with the acceptance should be provided.]

1.	Name & Address of the Bidder									
2.	Website of firm									
3.	Place & year of the firm's Incorporation									
4.	Registration No. (Copy to be enclosed)									
5.	Constitution of the firm (Pvt. Ltd., Public, Proprietary)									
6.	Name of the Chief Executive of the firm									
7.	Permanent Account No. (Income Tax) (Attach attested copy)									
8.	Tax Identification No. (TIN) (Attach attested copy)									
9.	Service Tax Registration No (Attach attested copy)									
10.	Annual Turn over for the last 3 years (Attach supporting documents)									
	2011-12		2010-11	2009-10						
	Rs.		Rs.	Rs.						
11.	Classifications of Bidder									
	(i.)	Manufacturer								
	(ii.)	Authorized Agent								
	(iii.)	Dealer								
	(iv.)	Others (please specify)								
12.	Name and address of the contact person to whom all references shall be made regarding this tender enquiry.									
	(i.)	Name								
	(ii.)	Address								
	(iii.)	Telephone No.								
	(iv.)	Fax No.								
	(v.)	Mobile No								
	(vi.)	e-Mail								
13.	Types of equipments supplied during preceding THREE years, as on date of signing the bid. (Attach supporting documents)									
	Sl. No.	Name of equipment	Capacity size & model	Name of Manufacturers & Country of origin	Total Nos. supplied in India	No. of orders in hand				
	(i.)									
	(ii.)									
	(iii.)									
	(iv.)									
	(v.)									
	(vi.)									
14.	Details of supplying similar equipments, supplied to reputed Indian organizations, especially NITs/ IITs/IITs/ Central Universities/ IISERs/CSIR labs etc., during preceding THREE years, as on date of signing the bid. (Attach supporting documents)									
	Sl. No.	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	Has the equipment been installed satisfactory? (Attach a certificate from the purchaser/ Consignee)	Contact person alongwith Telephone No., FAX No. and e-mail address
	(i.)									
	(ii.)									
	(iii.)									
	(iv.)									
	(v.)									

[10/16]

Signature (in ink, with date) & Seal of Bidder/Tenderer

15.	Details of Testing facilities available	
	(i.)	List of testing equipments available
	(ii.)	Give details of tests, which can be carried out on items offered.
	(iii.)	Details of the testing organization available
16.	Details of Nearest service centers	
	(i.)	Address
	(ii.)	Phone No.
	(iii.)	Year of Establishment
	(iv.)	Name of contact person and contact details
	(v.)	Status of working Days and Hours
	(vi.)	No. of skilled employees
	(vii.)	No. of Unskilled employees
	(viii.)	No. of Engineering employees
	(ix.)	No. of Administrative employees
	(x.)	List of special repair/workshop facilities available
	(xi.)	Storage space available for spares (sq.m.)
	(xii.)	Value of minimum stock of spares available at all the service centers in Indian currency
	(xiii.)	Value of the models/types by number of equipment serviced by the centre in the last THREE years

Annexure-2
COMPLIANCE STATEMENT OF THE TERMS AND CONDITIONS FOR TENDERS
(ON THE LETTER HEAD OF THE BIDDER)

Sl. No.	Item	Compliance Statement/ Deviation (Pl. write)
1.	The Tenders submitted after the due date and time shall be rejected. Your quotation must be neat and clean duly signed by authorized signatories. No erasure or alteration must appear in the quotation.	
2.	ELIGIBILITY CRITERIA: Documentary proofs showing satisfaction of the eligibility criteria laid down in the Tender document must be attached.	
3.	PRICES: The prices should be quoted in Indian Rupees. Please note that MNNIT Allahabad, Allahabad is an educational institution and is exempted from payment of custom duty and certain taxes as per Govt. rules for which necessary certificates will be provided by the MNNIT Allahabad. The quoted prices should be FOR "MNNIT Allahabad, Allahabad" inclusive of Packing, Forwarding, Freight/Cartage and insurance charges.	
4.	LITERATURE: The Catalogue/Pamphlets/ Technical Literature and Instruction Manual must be attached along with your quotation.	
5.	TAXES/DUTY/ETC.: All applicable taxes, duties etc should be clearly and separately mentioned in the financial bid. If taxes are not mentioned it would be assumed that the rates quoted are inclusive of taxes.	
6.	DELIVERY SCHEDULE: The successful bidders are required to supply the goods within prescribed delivery schedule from the date of our order. Please quote your <u>delivery schedule</u> clearly failing which your quotation will NOT be considered.	
7.	VALIDITY OF PRICES: All prices quoted for products and services shall remain valid for a period of 120 calendar days from the last date of submission of bids. No upward change in prices and changes in terms and conditions will be permitted.	
8.	PERFORMANCE BANK GUARANTEE: Once the Purchase Order is raised in the name of the successful bidder, a performance Bank Guarantee of 10% of the cost of the material in the Purchase Order valid for the warranty period would be submitted by the Company to the Purchase Office along with the Acceptance.	
9.	INSTALLATION AND COMMISSIONING: Complete installation and commissioning work will be carried out by the Technical Expert of the supplier up to the satisfaction of MNNIT Allahabad. Time required for installation and commissioning shall be indicated in the quotation.	
10.	ADDITIONAL PURCHASE/WORK ORDER: MNNIT Allahabad in case of the requirements may also place repeat purchase order/work order on the company, within 06 months of its initial purchase order, but only after the satisfactory execution of the initial purchase order. In such cases, we shall accept and execute all the purchase/work order placed on us by MNNIT Allahabad.	
11.	WARRANTY: The equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced on free of charge basis without laps of time. In case the equipment are not repaired/replaced within the "Service" Time quoted suitable action may be taken by the MNNIT Allahabad.	
12.	ARBITRATOR: All disputes arising out of this shall be referred to a mutually appointed arbitrator. His award shall be final and binding on both the parties to the dispute. All suits in respect of this shall be in courts of Allahabad.	
13.	Purchaser's RIGHT: The MNNIT Allahabad reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason. Further BOM as indicated in this Tender Document is subject to change determined by the needs of the MNNIT.	

Signature and Seal of the Manufacturer/Bidder

Annexure-3
Compliance of bidder with reference to various lab equipments'
(ON THE LETTER HEAD OF THE BIDDER)

ANALYTICAL BALANCE				
S. No.	Item	Description	Whether meet the requirement (Yes/No)	Quoted Models specifications
2.	Readability	0.01 mg to 200 gm		

Signature and Seal of the Manufacturer/Bidder

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Annexure-4
BILL OF MATERIAL (BOM)
(ON THE LETTER HEAD OF THE BIDDER)

Name of Equipment: Equipments

S. No	Item	Unit	Qty	Compliance (Yes/No)
1		Nos.		
2		Nos.		
3		Nos.		
4		Nos.		
5		Nos.		

(A.) Warranty Details for Equipment and accessories :

(B.) Period of Delivery for Equipment and accessories:

Signature and Seal of the Manufacturer/Bidder

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Annexure-5
DEVIATION STATEMENT
(ON THE LETTER HEAD OF THE BIDDER)

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (including justification)

[NOTE]: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".]

Place:

Date:

Signature and seal of the Manufacturer/Bidder

Annexure-6
MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE BIDDER)

[NOTE: 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 are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. _____

Dated _____

Date: [insert date (as day, month and year) of Bid Submission]
Tender No.: [insert number from Invitation for Bids]

To
Director
MNNIT Allahabad, Allahabad-211004 (U.P.), INDIA

WHEREAS

We [insert complete 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 12 of the General 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/Designation: [insert title]

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

Dated on _____ day of _____, _____ [insert date of signing]

Yours faithfully,
(Name of manufacturers)

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Annexure-7
PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE BIDDER)

It is certified that the rates quoted against Tender No. datedfor the items vide our Quotation No.datedare exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. If they have been approved by the Director, MNNIT Allahabad and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition MNNIT Allahabad, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,
(Name of manufacturers)

(Signature with date)
(Name and designation) Duly authorized to sign tender for and on behalf of

Annexure-8
EARNEST MONEY DEPOSIT / BID SECURITY FORM
(ON THE LETTER HEAD OF THE BIDDER)

Whereas¹ (*hereinafter called "the Bidder"*) has submitted its bid dated..... (*date of submission of bid*) for the supply of (*name and/or description of the goods/Service*) (*hereinafter called "the Bid"*).

KNOW ALL PEOPLE 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 well 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 this obligation are:

1. If the Bidder
 - (a) Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - (b) Does not accept the correction of errors in accordance with the ITB; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

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 Purchaser 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.

This guarantee will 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 Bank)

Name of Bidder

CHAPTER-5
PRICE BID (PART 2)

Item	Description of Goods	Qty.	Quoted Unit Rate in Rs.	Total Amount	
				In Figures	In Words
1.	Analytical Balance	01 No.			

We agree to supply the above goods in accordance with the technical specifications for a total contract price of _____ within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of _____ months shall apply to the offered goods.

Signature & Seal of Supplier