

TENDER FOR LAB EQUIPMENTS:

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KERALA, INDIA

IISER/PUR/PT/11/14

2nd December 2014

INVITATION FOR BIDS

Sealed and superscribed **Two-Part** bids are invited for supply of the following equipments.

I. OPTICAL MICROSCOPE - 1 No

SCHEDULE

1. TENDER NO. : IISER/PUR/4211/14
2. DUE DATE : 30th December 2014 [4 PM]
3. DATE OF OPENING OF TECHNICAL BID : 31st December 2014 [3 PM]
4. DATE OF OPENING OF PRICE BID : Will be notified later.
5. COST OF TENDER # : Rs. 500 + 4.04% VAT
6. EMD [BID SECURITY] ** : Rs. 2,00,000/-

SPECIFICATIONS:

System Requirements	Research Microscope stand for reflected light and Transmitted light, with inbuilt White Day light illumination The Microscope should be equipped with Fluorescence attachments 100 W Hg source for simultaneous operation: complete fluorescence attachment integrated to the microscope. Fluorescence Illuminator with Fluorescence Filter Block for work under UV -Visible excitation range 400-650nm, all narrow band excitation filters needed.
	Focus drive for coarse, medium and fine focusing, focus torque adjustment and adjustable focus stop, with focus knobs
	Plan Acromat Objective set: Below specifications or better 5x/0.12, 10x/0.25, 20X/0.40, 50x/0.75, 100x/0.85 and Phase contrast objectives: 20X/0.40,

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	40x/0.65 , 100X/1.30 oil
	Infinity Corrected Optics
	Objective nosepiece with 4-fold and above for simultaneous objective use
	4-fold and above illuminator for Reflected and Transmitted Light in the Filter blocks and center-able iris aperture and field diaphragm. Filter magazine for 4 light filters 32 mm diameter -in the range of blue, green, yellow, red. Slots for polarizer/ analyzer with the polarizer and analyzer
Contrast techniques	For Reflected Light-bright field, polarization, & Fluorescence. For Transmitted Light-bright field Software Phase Contrast, Polarization.
	Reflector for Bright field and appropriate Polarizer
	Inbuilt Lamp housing with lamp mount
	XY-Stage: size 100x100 mm travel range with stage bracket, XY-drive
	Trinocular Phototube with fixed photo tube, with tube lenses with interpupillary adjustment 55-75 mm, with constant focus and 3 beam splitter
	Two numbers Focusable & Adjustable Eyepiece 10x, 20x.
	Dust cover for complete set Universal Condenser with switchable condenser head and Rotatable Universal Polarizer for Transmitted Light Condenser.
	Digital color high-sensitivity cooled CCD camera for material and fluorescence microscopy Resolution -1.4 Megapixel. A/D converter -12bit or better Color depth -36 bit or better Dynamic range-greater than 62 dB or better Exposure time-Micro sec -Min Quantum efficiency -70 % or above for Blue, Green and Red region High Speed frame rate, C-mount
Software	Compatible software for imaging and statistical analysis to be provided, which includes features for size, shape, intensity, orientation parameters. Capturing movie module and image overlay to be provided. Microscope camera and software should be from same manufacturer for best integration, best reproducible and repeatable results.
General Requirements	
Manuals	Installation, Operation & Maintenance Manuals (with all Circuit diagrams) in English (1 hard copy + 1 soft copy on CD ROM)
Spares and Consumables	Recommended Spares for trouble free operation of the system for 5 years. Sufficient number of rapidly wearing and consumable parts is included to cover the guarantee period.
Service Support	The vendor should guarantee service support with spare parts availability for a period of ten years and is essential. Please indicate the shortest turnaround time for making the equipment operational from the time of reporting the breakdown.

Training	Training on operation, programming, application and maintenance of the machine to be provided for 2 engineers and 2 research scholar for minimum of 15 days at IISER TVM
	After installation of the equipment at IISER TVM, the manufacturer should demonstrate the technical capability mentioned in the catalogue in our premises.
Performance Warranty	For 36 months from the date of successful installation at IISER TVM
	The supplier should have their own trained engineers in India to support after sales.
	Detailed Compliance Sheets are to be attached along with Technical Bids for evaluation. Without detailed Compliance sheet, your offer shall summarily be rejected
	Should provide NIST and ASTM standards calibration materials along with the system
Computer	The state-of-the art computer should be supplied with windows based operating system loaded with the system softwares with printer. A suitable UPS of reputed make should be provided along with the system.
Optional	Motorized stages and rotatable stages Additional filters Possibility of multiple camera Possibility of additional lamps

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II. UV – VIS SPECTROMETER - 1 No

SCHEDULE

- 1) **TENDER NO.** : **IISER/PUR/4209/14**
- 2) **DUE DATE** : **30th December 2014 [4 PM]**
- 3) **DATE OF OPENING OF TECHNICAL BID** : **31st December 2014 [3 PM]**
- 4) **DATE OF OPENING OF PRICE BID** : **Will be notified later.**
- 5) **COST OF TENDER #** : **Rs. 500 + 4.04% VAT**
- 6) **EMD [BID SECURITY] **** : **Rs. 90,000/-**

SPECIFICATIONS:

Light Source	Light source with a life of more than 2000 hours
Wavelength range	190 nm - 3000 nm.
Optical System and Detector	Suitable reflecting optical system to achieve the following:
Resolution	Resolution should be ≤ 0.1 nm
Stray light	Better than or equal to 0.00008% T at 220 nm and better than or equal to 0.0005% T at 1420 nm with water
Wavelength Accuracy	System should have following wavelength accuracy for UV/Vis and NIR region. UV/VIS $\leq \pm 0.2$ nm. NIR $\leq \pm 0.8$ nm.
Wavelength Reproducibility	System should have following wavelength reproducibility for UV/VIS and NIR region. UV/VIS $\leq \pm 0.08$ nm. NIR $\leq \pm 0.35$ nm.
Photometric Accuracy	Double Aperture Method 1 A : ± 0.003 & Double Aperture Method 0.5 A : ± 0.002 A
Photometric Stability	≤ 0.0002 A/h
Baseline Flatness	± 0.001 Abs/h (200-3000 nm)
Bandpass	0.05 nm - 5.00 nm in 0.01 nm increments in UV/Vis range & 0.20 nm - 20.00 nm in 0.04 nm increments for NIR range
Photometric Noise RMS	500 nm ≤ 0.00005 Abs, 1500 nm ≤ 0.00003 Abs
Sample Compartment	Dual sample compartment
Measurement modes	System should be capable to run in Transmittance, Absorbance and Reflectance mode.
Sample type	Suitable for measuring the reflectance, transmittance and absorbance of bulk samples, thin films, liquid samples and powders
Support computer	The state-of-the art computer should be supplied with windows based operating system loaded with the system softwares with printer. A suitable UPS of reputed make should be provided along with the system.

Software	Original licensed software for the comprehensive operation of the spectrophotometer, computer, integrating sphere and automated reflectance accessory attachments. Software for acquiring the optical constants of thin films, bulk and liquid samples. The software should be embedded in the spectrophotometer control software. Latest version of Microsoft Office utility. Software should have following scans · Wavelength scan (Abs, %T, %R for sample and reference sample). · Time scan (Abs, %T, %R for sample and reference sample) Should be able to export data in different formats including ASCII
Calibration	Accessories (standards) for calibration of reflectance, transmittance and absorbance.
Support kit	Quartz Cuvette - 10 mm path length – 5 Nos. and solid sample holders for transmittance measurements– 2 Nos. Additional lamps (2 Nos) to be replaced free of charges.
Mandatory accessories	
(a) Integrating sphere	Integrating sphere accessory with powder and solid sample holders for reflectance and transmittance measurements for the range 220-2600 nm
(b) Polarizer and Depolarizer drive	Accessory to measure the s and p-polarized light
(c) Optional accessories	Quote should also be submitted separately for the following item(s):
(d) Power requirement	As per Indian Electrical Standards
(e) Manuals	The following manuals in English should be supplied free of cost along with the system: Detailed user instruction manual, operation / instruction manual, trouble shooting manual, CDROM tutorials for Spectrophotometer, Automated reflectance accessory and integrating sphere attachment. Detailed circuit and fault diagnostic software, detailed circuit diagram of the equipment (Spectrophotometer), maintenance and service manual
(f) Maintenance	The supplier shall provide uninterrupted supply of spares and accessories for a period of 10 years after warranty
(g) Up-gradation	The supplier shall supply any software for spectrophotometer and automatic reflectance accessory whenever they are upgraded at free of cost
(h) Application notes	The supplier shall provide detailed application notes of spectrophotometer, integrating sphere and automated reflectance accessory in hard and soft copies.
(i)	Accessories needed to make temperature dependant measurement at least in the range -25°C to 100°C degree and provision for inert atmosphere experiments.
(j)	All calibration standards need to be provided
(k)	quartz cuvettes of various liquid capacity and path length as mentioned below, two pairs of each Micro-cell holder (variable 50 – 500 micro lt.) Micro-cell cuvette for 50 -500 micro lt. cuvette (– 3.5 ml with 10 mm path length; – 1.0 ml with 10.0

	mm path length.
General requirements	
A. Documents required:	(i) All technical documents should be in English
	(ii) Should contain all the details related to the UV VIS NIR unit and associated subsystems
	(iii) Operation and Troubleshooting manual
	(iv) QA/ QC documents
	(v) Site preparation and utilities to be provided by IISER TVM to be specified clearly.
	(vi) Please provide the details of the overall dimensions of the system including utilities.
B. Other Requirements	(i) Warranty of 3 years.
	(ii) Indicate the cost of additional 2 years AMC contract beyond the warranty period. (itemize the cost)
	(iii) <u>Spares and Consumables:</u> Recommended Spares for trouble free operation of the system for 5 years. Sufficient number of rapidly wearing and consumable parts is included to cover the guarantee period. <u>Service Support:</u> The vendor should guarantee service support with spare parts availability for a period of ten years and is essential. Please indicate the shortest turn around time for making the equipment operational from the time of reporting the breakdown. (Recommended Spares for trouble free operation of the system for 5 years to be quoted separately)
	(iv) Vendor is required to install and commission the equipment at IISER TVM and demonstrate the performance of the equipment as per mutually agreed upon test/ evaluation protocol. Installation has to be carried out by the trained engineers of the Equipment manufacture.
	(v) After installation of the system, the claimed process capabilities of the system has to be demonstrated. This has to be done at IISER TVM site
	(vi) Training on operation and trouble shooting of the system has to be provided during the installation.
	(vii) The supplier should have their own trained engineers in India to support after sales.
	(viii) Only reputed original equipment manufacturer (OEM) of international standard should only submit the tender.
	(ix) Vendor shall provide list of customers (in India and abroad) along with email addresses, where the similar system has already been installed.
	(x) Vendor shall quote along with above specification compliance details.
	(xi) Detailed Catalogue/ Data Sheet of the quoted item.
	(xii) Clientele List
	(xiii) Performance Letter from the Clients.
	(xiv) Detailed Compliance Sheets are to be attached along with Technical Bids for evaluation. Without detailed Compliance sheet, your offer shall summarily be rejected.

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NOTE: PLEASE PROVIDE ITEMIZED QUOTES FOR EACH COMPONENT OR EQUIPMENT MENTIONED CLEARLY.

TERMS & CONDITIONS

- 1) **Separate Bid with Tender No. & Item Name shall be separately sent for each Tender**
- 2) Instructions to Bidders [Annexure I] shall be followed.
- 3) # Tender cost in the form of DD favouring IISERTVM shall be sent along with 'Technical bid'.
- 4) **Bid Security [refundable without any interest] shall be as per clause 1.15 of Annexure I and shall also be sent alongwith Technical bid. Incase the Bid security is provided by Bank Guarantee, specimen for the same is at Annexure II.
- 5) Clause 1.10[Bid Form] of Annexure I is **not** applicable for this Tender.
- 6) **Tenders without Tender Cost and Bid Security shall not be considered and summarily to be disqualified from participating tender.**
- 7) **Tender Opening:**
All tenders will be opened at GEM Building. Authorized representatives of the bidders may attend the Tender Opening.

TWO - PART TENDER

PART I - TECHNICAL BID:

Consisting of all Technical details alongwith commercial terms and conditions. DD towards Tender Cost, Bid Security [EMD] and Integrity Pact signed shall be sent alongwith Technical bids, Clientele list and details of TWO major installations in India.

PART II - PRICE BID:

Showing item-wise prices for the items mentioned in the Technical Bid.
The technical bid and the Price bid should be in separate sealed and superscribed covers. Both these covers are to be put in a sealed bigger cover superscribing Tender No and due date. Technical bids will be opened first and after evaluation, price bids of only the shortlisted bidders will be opened.


DEPUTY REGISTRAR
[PURCHASE & STORES]
IISERTVM

INSTRUCTIONS TO BIDDERS

1.1. ELIGIBLE BIDDERS.

1.1.1 This Invitation for Bids is open to all suppliers.

1.1.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.

1.2. COST OF BIDDING

1.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1.3. FRAUD AND CORRUPTION:

1.3.1 The purchaser requires that the bidders/suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts.

1.3.2 The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
The Bidding Documents

1.4. COST OF BIDDING DOCUMENTS

1.4.1 Interested eligible bidders may download the document from our Website. However the bid document cost to be paid during the submission of the bid.

1.5. CONTENT OF BIDDING DOCUMENTS

1.5.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction.

1.5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. **Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.**

1.6. CLARIFICATION OF BIDDING DOCUMENTS

1.6.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing via fax/email. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under clause relating to amendment of Bidding documents and Clause relating to Deadline for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the purchaser for the benefit of the other prospective bidders.

1.7. AMENDMENT OF BIDDING DOCUMENTS

1.7.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

- 1.7.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by e-mail and will be binding on them. The same would also be hosted on the website of the purchaser and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments.
- 1.7.3 In order to allow prospective bidders reasonable time to take the amendment into account, while in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the purchaser.
- 1.7.4 In case of any amendment to the bid, it will be done at least 7 days before due date and will be published in website. Bidders are required to keep this in view before submission. Normally extension of due date will not be entertained. However in special cases if due date is extended, it will be notified under the same tender notice before 3 days of due date.

PREPARATION OF BIDS

1.8. LANGUAGE OF BID

- 1.8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language only especially when the details are technical.
However of GOI makes it mandatory under Rajbhasha Abhniyam in that case views of Rajbhasha unit of IISER-TVM may be sought.
- 1.8.2 The Supplier shall bear all costs of translation, if any, to the English language and all risks of the accuracy of such translation, for documents provided by the Supplier.

1.9. DOCUMENTS COMPRISING THE BID

- 1.9.1 The bid prepared by the Bidder shall include:
- a) Bidder Information
 - b) Bid security as specified in the Invitation to Bids.
 - c) Service support details
 - d) Deviation Statement if any.
 - e) Performance Statement.
 - f) Manufacturer's Authorization.
 - g) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted.
 - h) Bid form.
 - i) Documents establishing goods eligibility and conformity to bidding documents.
 - j) Applicable Price Schedule Form.
 - k) DGS&D Registration certificate in case the items under procurement falls under the restricted category of the current export-import policy of the Govt. of India.

1.10. BID FORM AND PRICE SCHEDULE

- 1.10.1 The bidder shall complete the Bid with the appropriate price schedule.

1.11. BID PRICES

- 1.11.1 The Bidder shall indicate on the appropriate price schedule, the unit prices and total bid prices of the goods it proposes to supply under the contract.
- 1.11.2 Prices indicated on the price-schedule form shall be entered separately in the following manner:

(A) FOR GOODS MANUFACTURED WITHIN INDIA

- (i) The price of the goods quoted Ex-works including taxes already paid.
- (ii) VAT and other taxes like excise duty etc [**shall be shown extra**] which

will be payable on the goods if the contract is awarded.

a. The charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the price schedule.

b. The installation, commissioning and training charges including any incidental services, if any.

(B) FOR GOODS MANUFACTURED ABROAD

Bidders are required to show break-up of Ex-works [which should include packing and handling charges], FOB/FCA and CIF/CIP price in the quotation. IISERTVM has a good mechanism for consolidation and customs clearance. The consolidation will be nominated for this purpose at the time of awarding the contract.

(i) The price of the goods, quoted on FCA (named place of delivery abroad) or FOB (named port of shipment), as specified in the price schedule.

(ii) The charges for insurance and transportation of the goods to the port/place of destination.

(iii) The agency commission charges [should be shown extra], if any.

(iv) The installation, commissioning and training charges including any incidental services, if any

1.11.3 The terms FOB, FCA, CIF, CIP etc shall be governed by the rules prescribed in the current edition of the Incoterms published by the International Chambers of Commerce, Paris.

1.11.4 Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offer shall be rejected as incomplete.

1.11.5 The price quoted shall remain fixed during the contract period and shall not vary on any account

1.11.6 All lots and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price Schedule shall be assumed to be not included in the bid.

1.11.7 ***The purchases made by the purchaser for scientific purpose are exempt from excise duty and Custom Duty at a concessional rate is leviable.***

1.12. BID CURRENCIES

1.12.1 Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency in case of offers received for supply from foreign countries.

1.13. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS

1.13.1 The bidder shall furnish, as part of its bid, documents establishing the bidders' eligibility to bid and its qualification to perform the contract if its bid is accepted.

1.13.2 The documentary evidence of the bidders qualification to perform the contract if the bid is accepted shall establish to the purchasers satisfaction that;

(a) The bidder meets the qualification criteria listed in bidding documents, if any.

(b) Bidder that doesn't manufacture the goods it offers to supply shall submit to Manufacturers' Authorization Form (MAF) to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and/or supply the goods.

(c) In case a bidder 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.

1.13.3 Conditional tenders shall not be accepted

1.14. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS

1.14.1 To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment.

1.14.2 To establish the conformity of the goods and services to the specifications and schedule of requirements of the bidding document, the documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of:

(a) A detailed description of the essential technical and performance characteristics of the goods;

(b) 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

(c) 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 to the provisions of the Technical Specifications.

1.14.3 For purposes of the commentary to be furnished pursuant to above, the Bidder 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 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.

1.15. BID SECURITY

1.15.1 The Bidder shall furnish, as part of its bid, a bid security (BS) for an amount as specified in the Invitation for Bids. In the case of foreign bidders, the BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders; the BS shall be submitted by the manufacturer or their specifically authorized dealer/bidder.

1.15.2 The bid security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in any freely convertible foreign exchange in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The bid security shall be in one of the following forms at the bidders' option:

(a) A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank operating in India in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid. In case a bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalized/Scheduled Indian bank; or

(b) Fixed Deposit receipt pledged in favour of the IISER-TVM.

(c) A Banker's cheque or demand draft in favour of IISERTVM issued by any Nationalised/Scheduled Indian bank.

1.15.3 The bid security shall be payable promptly upon written demand by the

- 1.15.4 purchaser in case the conditions listed in the ITB clause 15.11 are invoked. The bid security should be submitted in its original form. Copies shall not be accepted.
- 1.15.5 While Bid security (EMD) is a requirement, the Director IISER-TVM may grant exemption of Bid security to some specific parties having sound credentials and are of national/international repute.
- 1.15.6 The bid security of unsuccessful bidder will be discharged /returned as promptly as possible positively within a period of 15 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.
- 1.15.7 The successful Bidder's bid security will be discharged upon the Bidder furnishing the performance security, without any interest. Alternatively, the BS could also be adjusted against PS, if it is paid through DD/BC.
- 1.15.8 The firms registered with DGS&D, NSIC, Govt. Public Undertakings, and Central Autonomous Bodies and with the IISER-TVM, if any, are exempted from payment of bid security (BS) provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.
- 1.15.9 In case a bidder intimates at the time of tender opening in writing that the bid security is kept inside the financial bid, then in such cases, the technical bid of the party would be accepted provisionally till opening of the financial bids with which the party has attached the bid security.
- 1.15.10 The bid security may be forfeited:
(a) If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or
(b) **In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 15 days of the order or fails to sign the contract and/or fails to furnish Performance Security within 21 days from the date of contract/ order.**
- 1.16. PERIOD OF VALIDITY OF BIDS**
- 1.16.1 Bids shall remain valid for minimum of 90 days after the date of bid opening prescribed by the Purchaser. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.**
- 1.16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable, telex, fax or e-mail). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
- 1.16.3 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.
- 1.17. FORMAT AND SIGNING OF BID**
- 1.17.1 The bids may be submitted in single envelop or in two parts as specified in the Invitation for Bids.
- 1.17.2 In case the bids are invited on single envelop basis, then the Bidder shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate. In the event of any discrepancy between them, the original shall govern.
- 1.17.3 In case the bids are invited on two-bid system, the Bidder shall submit the bids in two separate parts. One part shall contain Technical bid comprising all documents listed under clause relating to Documents Comprising the Bid excepting bid form and price schedules. The other part shall contain

the priced-bid comprising bid form and price schedules. The Bidder shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate.

- 1.17.4 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 1.17.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons or persons signing the bid.
- 1.18. SUBMISSION, SEALING AND MARKING OF BIDS**
- 1.18.1 The bidders may submit their duly sealed bids generally by post or by hand.
- 1.18.2 In the case of bids invited on single envelop basis, the Bidders shall seal the original and each copy of the bid in separate inner envelopes, duly marking the envelopes as "original" and "copy". The envelopes shall then be sealed in an outer envelope.
- 1.18.3 In the case of bids invited on two part basis, the Bidder shall seal the un-priced commercial and technical bid comprising the documents as listed in ITB 1.9.1 excepting for h & j and the priced bid in two separate envelopes duly marked as "Technical bid" and "priced bid". Both the envelopes shall then be sealed in one outer envelope.
- 1.18.4 (a) The inner and outer envelopes shall be addressed to the Purchaser indicated.
(b) Bear the name and address of the bidder, Tender No., due date and a warning "Do not open before _____" to be completed with the time and date as specified in the invitation for bids.
- 1.18.5 **If the outer envelope is not sealed and marked as required above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening. In such cases, bids received in open condition within the due date and time will be accepted at the risk of the bidder if the same is presented to the Stores & Purchase Officer before expiry of the due date and time of opening of the bids.**
- 1.18.6 Firms submitting bids in a single envelope against the requirement of two-bid system would be considered for further evaluation at the risk & responsibility of the bidder. However, the opened priced bid would be sealed immediately by the TOC without disclosing the price.

1.19. DEADLINE FOR SUBMISSION OF BIDS

- 1.19.1 Bids must be received by the Purchaser at the address specified in Invitation for bids not later than the time and date specified therein. **In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.**
- 1.19.2 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.20. LATE BIDS

- 1.20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.
- 1.20.2 Such tenders shall be marked as late and not considered for further

evaluation. They shall **not** be opened at all and be returned to the bidders in their original envelope without opening.

1.21. WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS

1.21.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 18 duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub- Clause 17.4 (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice.

All notices must be:

(a) submitted in accordance with ITB Clauses 17 and 18 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and (b) Received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 19.

1.21.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 21.1 shall be returned unopened to the Bidders. 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.

Opening and Evaluation of Bids

1.22. OPENING OF BIDS BY THE PURCHASER

1.22.1 The Purchaser will open all bids one at a time in the presence of Bidders' authorized representatives who choose to attend, as per the schedule given in invitation for bids. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day. In two-part bidding, the financial bid shall be opened only after technical evaluation. 1.22.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

1.22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bid(s). The contents of the bid forms and price schedules would however be announced only at the time of opening of Price-bids in the case of two-bid system.

1.22.2.1 Bids that are received late shall not be considered further for evaluation, irrespective of the circumstances.

- 1.22.2.2 ***Bidders interested in participating in the bid opening process, should depute their representatives along with an authority letter to be submitted to the purchaser at the time of bid opening.***

1.23. CONFIDENTIALITY

- 1.23.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 1.23.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

1.24. CLARIFICATION OF BIDS

- 1.24.1 To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder, at the discretion of the purchaser. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.

1.25. CONVERSION TO SINGLE CURRENCY

- 1.25.1 To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by any bank in India on the date of bid opening in the case of single part bidding and the rates prevalent on the date of opening of the Priced bids in the case of two-part bidding. For this purpose, exchange rate notified in www.xe.com or www.rbi.org or any other website could also be used by the purchaser.

1.26. CONTACTING THE PURCHASER

- 1.26.1 Subject to ITB Clause 1.24, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 1.26.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

1.27. POST QUALIFICATION

- 1.27.1 In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.
- 1.27.2 The determination will take into account the eligibility criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.
- 1.27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder.
A negative determination will result in rejection of the Bidder's bid.

1.28. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

GENERAL TERMS & CONDITIONS

1.29. WARRANTY

- 1.29.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 1.29.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
- 1.29.3 Unless otherwise specified, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 1.29.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof.
The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 1.29.5 Upon receipt of such notice, the Supplier shall, within a reasonable period of time, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 1.29.6 If having been notified, the Supplier fails to remedy the defect within the reasonable period of time; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
- 1.29.7 Goods requiring warranty replacements must be replaced on free of cost basis to the purchaser.
- 1.29.8 **Performance Guarantee:**
The successful bidder is required to submit a performance Guarantee of 10% of Purchase Order value valid during warranty period.

1.30. PENALTY CLAUSE

- 1.30.1 Subject to GCC Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to the percentage specified in contract of the delivered price of the delayed Goods or unperformed Services or contract value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the Percentage specified in contract. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC. Clause on Termination for Default. The SCC shall also indicate the basis for ascertaining the value on which the penalty shall be applicable

1.31. INSURANCE

- 1.31.1 Should the purchaser elect to buy on CIF/CIP basis, the Goods supplied under the Contract shall be fully insured in Indian Rupees against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in contract.
- 1.31.2 Where delivery of the goods is required by the purchaser on CIF or CIP basis the supplier shall arrange and pay for Cargo Insurance, naming the

purchaser as beneficiary and initiate & pursue claims till settlement, on the event of any loss or damage.

1.31.3 Where delivery is on FOB or FCA basis, insurance would be the responsibility of the purchaser.

1.31.4 With a view to ensure that claims on insurance companies, if any, are lodged in time, the bidders and /or the Indian agent shall be responsible for follow up with their principals for ascertaining the dispatch details and informing the same to the Purchaser and he shall also liaise with the Purchaser to ascertain the arrival of the consignment after clearance so that immediately thereafter in his presence the consignment could be opened and the insurance claim be lodged, if required, without any loss of time. Any delay on the part of the bidder/Indian Agent would be viewed seriously and he shall be directly responsible for any loss sustained by the purchaser on the event of the delay.

1.32 TRANSPORTATION

1.32.1 Where the Supplier is required under the Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Purchaser or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price.

1.32.2 Where the Supplier is required under the Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in the Purchaser's country, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

1.32.3 In the case of supplies from within India, where the Supplier is required under the Contract to transport the Goods to a specified destination in India, defined as the Final Destination, transport to such destination, including insurance and storage, as specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

1.33 PACKING

Should be as per standards prescribed for international trade and movement of the goods.

1.34 STANDARDS

The Goods supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications and Schedule of Requirements, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

1.35 PERFORMANCE SECURITY

1.35.1 Within 21 days of receipt of the notification of award/PO, the Supplier shall furnish performance security in the amount specified in SCC, valid till 60 days after the warranty period. Alternatively, the PS may also be submitted at the time of release of final payment in cases where part payment is made against delivery & part on installation. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of PS at the time of negotiation of documents through Bank would be stipulated as a condition

in the LC and the BS should be kept valid till such time the PS is submitted.

- 1.35.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 1.35.3 The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries.
- 1.35.4 In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their authorized dealer/bidder.
- 1.35.5 The Performance security shall be in one of the following forms:
- (a) A Bank guarantee or stand-by Letter of Credit issued by a Nationalized/Scheduled bank located in India or a bank located abroad in the form provided in the bidding documents. Or,
 - (b) A Banker's cheque or Account Payee demand draft in favour of the purchaser. Or,
 - (c) A Fixed Deposit Receipt pledged in favour of the Purchaser.

1.36 DELIVERY SCHEDULE

Delivery schedule should be specified clearly.

1.37 PAYMENT TERMS

For Indigenous supplies payment will be made within 30 days from the date of supply, installation and commissioning. For Imported goods the preferred payment mode of the Institute is Sight Draft Net 30 days. If Letter of Credit is insisted by the vendors, the LC will be established for 100% of Purchase Order value. Out of them 90% will be paid against shipping evidence and 10% after installation and commissioning and on submission of Performance Bank Guarantee for 10% of Purchase Order value which should be valid during warranty period. However the advance payment to the vendors is not encouraged.


21/12/14
Deputy Registrar
[Purchase & Stores]

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (BS)

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.....
.....of having our registered office at.....
.....are bound unto(hereinafter called the "Purchaser") in
the sum offor 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 of20.....

THE CONDITIONS OF THIS OBLIGATION 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 this tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) 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 (IISER-TVM) 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 the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender 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 and address of the Bank and address of the Branch.