

STORES AND PURCHASE SECTION

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Telephone	+91 40 2301 3903		Aryabhata Block, C. R. Rao AIMSCS, University of Hyderabad Campus, Prof. C. R. Rao Road, Hyderabad , Andhra Pradesh, India - 500 046
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Website	www.niab.org.in		

TENDER NOTICE (2 BID SYSTEM)

Sealed tenders are invited on behalf of the Director, NIAB from reputed manufacturers or their authorized agents for the supply / installation/ commissioning of the following item(s).

Sr No	Tender Notice No & Date	Name of the instrument/ Description	Qty
1	NIAB/S&P/2013-14/53 dt 26/07/2013	<u>Vertical airflow Biological Safety Cabinet (Class II, Type B2) 6'</u> <u>detailed specification has been mentioned herewith in Chapter 3</u>	1 No

The complete tender document can be collected from Stores and Purchase Section, NIAB on any working day between 11.00 am to 5.00 pm up to tender issue date. The tender document may be seen and downloaded from the NIAB official website <http://www.niab.org.in>

Tenders shall be submitted in 2-PARTS: - 1) PART-I :Technical Bid 2) PART-II :Price Bid

Technical Bid (PART-I) of the Tender must contain the documents as indicated in “DOCUMENTS COMPRISING THE TECHNICAL BID”.

Price Bid (PART-II) of the Tender shall contain only the Price Schedule as per the Price Schedule Format (both in words and figures). The Bidder should ensure that the Prices are mentioned only in the Price Bid and **nowhere in the Technical Bids otherwise it will be rejected.**

The above bids in two separate sealed covers, one containing Technical bid (Part-I) along with the EMD and the other containing Price bid (Part-II) shall be kept together in one big cover which should also be sealed and sent by courier/post/dropped at tender box kept at address mentioned above **super scribed with following details**

Tender enquiry no :- NIAB/S&P/2013-14/53 dt 26/07/2013 For Vertical airflow Biological Safety Cabinet (Class II, Type B2) 6'

IMPORTANT POINTS

DETAIL OF TENDER FEES AND EMD

TENDER FEES	RS 500/-	(Non - refundable)
EMD AMOUNT	RS 32000/-	(Refundable as per terms and condition of tender)
MODE OF PAYMENT	Demand Draft of any nationalized/commercial bank DD must be enclosed along with the Technical Bid PLEASE MENTION FIRM NAME & CONTACT NO ,TENDER REF NO BACKSIDE OF DEMAND DRAFT	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	

Tenders without EMD will be rejected. NIAB does not take any responsibility for loss of Tender in transit sent by courier or any postal delays. Tenders received after the due date and time will not be entertained and rejected.

Tenders to be submitted at	NIAB OFFICE Aryabhata Block, C.R.Rao AIMSCS, University of Hyderabad Campus, Prof. C. R. Rao Road, Hyderabad, Andhra Pradesh, India , PIN: 500 046
Last Date & Time For issue of Tender	12/08/2013 UP TO 5.00 PM
Last Date & Time For Submission of Tender	13/08/2013 , UP TO 2.00 PM
Date & Time For opening of Technical Bids	13/08/2013 , UP TO 2.30 PM
Date & Time For opening of Price Bids	will be informed separately to technically qualified firms
Place Of Opening	Store and Purchase section - NIAB OFFICE , Hyderabad

The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender for which no claim from whomsoever will be entertained.

All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are also liable to be rejected. Any enquiry /Change after submission of the quotation and incomplete tender/quotation will not be entertained

Sd /-
Manager (Stores & Purchase)
For Director ,NIAB



An Autonomous Institute Of The Department Of Biotechnology,
Ministry Of Science & Technology, Government Of India

TENDER DOCUMENT

TENDER NOTICE NO – NIAB/S&P/2013-14/53 dt 26/07/2013

Supply, Installation, Testing and Commissioning of Vertical airflow Biological Safety Cabinet (Class II, Type B2) 6'

1. Chapter 1 :Instructions to Bidder
2. Chapter 2: Detailed Terms & Conditions
3. Chapter 3 :Specifications and Allied Technical Details of the Goods and Services
4. Chapter 4 :Price Schedule Format
5. Chapter 5 :Contract Form / Purchase Order Format
6. Chapter 6 :Other Formats

All queries /submission of tender/Address of correspondence

Manager (Stores & Purchase)
National Institute of Animal Biotechnology
Aryabhata Block, C.R.Rao ,AIMSCS ,University of Hyderabad Campus, ,
Hyderabad, Andhra Pradesh, India, PIN: 500 046
Email: santosh@niab.org.in / spm@niab.org.in Telephone: +91 40 2301 3903

CHAPTER 1

INSTRUCTIONS TO BIDDER

1. **ELIGIBLE BIDDERS:** This Invitation for Bids is open to all Original Manufacturers/ their Authorized Dealers/ vendors / suppliers to quote on their behalf for this tender as per Manufacturer's Authorization Form and Indian Agents of Foreign Principals, if any who possess the qualifying requirements as specified in the Tender.

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.

2. **COST OF BIDDING :** 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.
3. **OPENING OF BIDS:** In the first instance, the Technical Bids (PART-I) will be opened. All the Tenderers may be required to give a presentation if requested by NIAB. Final selection of the Technical Bids will be based on the Technical Presentation evaluated by the authorities of NIAB. The Price Bid (PART-II) will not be opened on the day of opening of Technical Bids. The Bidders representatives who are present shall sign the Quotation Opening Form evidencing their attendance. The Price Bid of only those tenderers whose Technical Bid(s) are found technically suitable will be opened subsequently. **The Tenderer may kindly note that no payment for attending/ giving presentation will be made by this Institute.**
4. **CAPACITY OF BIDDER:** any person signing a Tender shall submit documentary evidence that his signature on the Tender, submitted by him, is legally binding upon himself, his firm. If it is detected that the person so signing the Tender has no authority to do so, the Director, NIAB may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages. The bidder shall produce a certificate from the Manufacturer of the offered product that they are the authorized dealer in India.
7. **QUALIFICATION REQUIREMENTS:** The Bidder should be a manufacturer or their dealer specifically authorized by the manufacturer to quote on their behalf of this tender as per manufacturer authorization form and Indian agents of foreign principals, if any who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the "Technical Specification". Such equipment must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Bid Opening in India and is engaged in R&D activities.

The Indian Agents of foreign manufacturers / suppliers quoting directly on behalf of their principals for items appearing in the restricted list of the current Foreign Trade Policy must be registered with DGS&D. One Indian Agent cannot represent two different foreign principals for the same item in one tender.

The bidder should have executed at least one similar order successfully during the preceding three financial years. Details of service support facilities that would be provided after the warranty period should be submitted in the Service Support Details Form.

That, in the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier's maintenance, repairs and spares parts. The bidder or his agent must have an office in India.

That the Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period and provide necessary maintenance services after end of warranty period if required.

Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

Other things being equal, preference shall be given to firms who or his principal has supplied and installed similar system at any CSIR/ICAR/ICMR/DAE/DRDO/DST/DBT/other Govt. or autonomous research Labs in India.

CONTENT OF BIDDING DOCUMENTS: The goods required, bidding procedures and contract terms are prescribed in the bidding documents. The Bidder is expected to examine all instructions, forms, terms & conditions 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 will be at the Bidder's risk and may result in rejection of its bid.

8. **CLARIFICATION OF BIDDING DOCUMENTS:** A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing. 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.
9. **AMENDMENT OF BIDDING DOCUMENTS:** 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. In order to allow prospective bidder's reasonable time in which to take the amendment into account 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.
10. **LANGUAGE OF BID:** 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 Hindi/English language only.
11. **DOCUMENTS COMPRISING THE TECHNICAL BID :**
 - a. Bid From (Bid Submission Covering Letter) – ANNEXURE-A.
 - b. Manufacturer's Authorization Form – ANNEXURE-B.
 - c. Declaration by the bidder that the goods are not in the restricted list of the current Indian EXIM Policy.
 - d. DGS&D Registration certificate, if applicable
 - e. All necessary catalogues/technical literature, data as are considered essential for full and correct evaluation of offers.
 - f. Details of Installations of similar equipment in India;
 - g. Availability of number of trained support personnel, both application & service support.
 - h. Compliance statement indicating yes/no as per the specifications

12. **BID FORM (Bid Submission Covering Letter):** The bidder shall use the format as per Annexure-A. These forms must be completed without any alterations to its format and no substitutes may be accepted.

13. **BID PRICES:** The Bidder shall indicate the unit prices, discounts and total bid prices of the goods it proposes to supply.

Prices indicated shall be entered separately in the following manner (For indigenous Items): The Price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the shelf, as applicable), including all duties and sales and other taxes already paid or payable.

Rates should be quoted 'FOR' NIAB, Hyderabad inclusive of packing, forwarding, Customs clearance, installation and commission charges etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately. Vague terms like "packing, forwarding, transportation, taxes etc. extra" without mentioning the specific amount/percentage of these charges will NOT be accepted.

The price of the goods, quoted FOB/FAC port of shipment. Please note that all FCA orders will be on FAC (International Carrier) INCOTERMS 2000 basis and as such Export Packing, Loading Charges, Inland Freight etc. In the shipper country will have to be paid by the Supplier. Items as per the Purchase Order duly cleared for export in shipping country would be required to be handed over to our nominated freight forwarder. The Price for inland transportation, insurance and other local costs incidental to delivery of the goods up to their port of dispatch to be payable by the Supplier.

Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and may be liable for rejection.

Instrument quoted should be complete in all respects; any additional accessories required for instrument to operate should also be quoted as part of the instrument and should be supplied along with instrument.

14. **BID CURRENCIES:** Prices shall be quoted in Indian Rupees or in freely convertible foreign currency preferably in **USD (\$), Euro (€), Yen (¥), GBP (£)** wherever possible for correct evaluation during comparison.

15. **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** 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. That the bidder meets the qualification criteria as per Bid document. In case a bidder not doing business within the purchasers' country, that the bidder is or will be represented by an agent in the country equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism in place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.

16. **DOCUMENTS ESTABLISHING GOOD'S ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS:** 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. To establish the conformity of the goods and services to the specifications, the documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data etc.

17. **EARNEST MONEY DEPOSIT (EMD):** The Bidder shall furnish, as part of its bid, Earnest Money Deposit (EMD) specified in the Invitation for Bids. This shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders, shall be submitted by the manufacturer or their authorized dealer. The Bid Security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture. The Bid Security shall be in Indian Rupees for offers received for supply within India or freely convertible currency in the case of offers received for supplies from foreign countries..

The Bid Security shall be payable promptly upon written demand by the purchaser in case the conditions in the Tender Documents are invoked. The Bid Security should be submitted in its original format. Copies shall not be accepted.

The successful Bidder's Bid Security will be discharged upon the Bidder furnishing the performance security. The firms registered with DGS&D & NSIC, if any, are exempted from payment of BS provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. 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; or
- b. In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order.

18. **PERIOD OF VALIDITY OF BIDS:** Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser. 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. 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. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

19. **FORMAT AND SIGNING OF BID:** The bids should be submitted in two parts namely PART-I(Technical Bid) PART-II(Price Bid). 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 and except price schedules. The other PART-II (Price Bid) shall contain the price bid comprising price-schedules only. The format of Price Schedule form (Part-II) may be typewritten on the letter head of the bidder and submit as Price Bid (Part-II) in a separate envelope.

20. **SUBMISSION, SEALING AND MARKING OF BIDS: Tenders shall be submitted in 2-PARTS:**

PART-I Technical Bid

PART-II Price Bid

Technical Bid (PART-I) of the Tender must contain the documents as indicated in **"DOCUMENTS COMPRISING THE TECHNICAL BID"**:

Bidder shall seal the Technical Bids and Price Bids in two separate envelopes duly marked / superscribed as Part-I "Technical Bid" and Part-II "Price Bid" – Tender No _____ DUE ON _____

Part-II (Price Bid) of the Tender shall contain only the prices (both in words and figures). The Bidder should ensure that the Prices are mentioned only in the Price Bid and nowhere in the Technical Bids.

The above two separate sealed covers, one containing the Part-I Technical Bid along with the EMD and the other containing, the Part-II Price Bid shall be kept together in another Cover which should also be sealed and super-scribed with following details:

TENDER NO: _____ **DUE ON** _____

This Envelope should be address to :

**The Director,
National Institute of Animal Biotechnology (NIAB),
Aryabhata Block, C.R.Rao AIMSCS, University of Hyderabad Campus,
Prof. C. R. Rao Road, Hyderabad, Andhra Pradesh, India, PIN: 500 046**

And should be dropped in the **Sealed Tender Box kept at the Purchase Section**
The Tender document at any cost should not be handed over to any persons.

If the outer envelope is not sealed and marked as indicated above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening or any other consequences arising out of it.

21. The Bidder is required to go through all the Terms & Conditions of the Tender document and sign all the pages as token of acceptance of having read the Terms and Conditions and accepted the same.
22. **DEADLINE FOR SUBMISSION OF BIDS:** Bids must be received by the Purchaser at the address mentioned above 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. 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.
23. **LATE BIDS:** Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Such tenders shall be marked as late and not considered for further evaluation. It will be returned to the bidders in their original envelope without opening.
24. **WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS:** A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice and is received by the Purchaser prior to the deadline for submission of bids. No Bid may be withdrawn in the interval between dead-line for submission tender document. Withdrawal bids will be returned to the bidder without opening of the same during the opening of technical bids. However, no withdrawal of Bids are permitted after the Deadline for submission.
25. **CONFIDENTIALITY:** Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.
26. **CLARIFICATION OF BIDS:** 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. 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.
27. **PRELIMINARY EXAMINATION:** The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in have been provided, required sureties have been furnished, and to determine the completeness of each document submitted. The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.
28. **EVALUATION & COMPARISON OF BIDS:** For the bids surviving the technical evaluation which have been found to be responsive the evaluation & comparison shall be made as under:

The final landing cost of purchase after all discounts, freight, forwarding, insurance warehouse to warehouse, custom clearing charges, all duties, taxes etc. shall be the basis of evaluation.

Imported Vs. Indigenous Offers: The final landing cost (ware house to ware house) of purchase taking into account, freight, forwarding, insurance, taxes etc. CIF/CIP with customs clearance charges, Bank/LC charges, transportation up to NIAB, Hyderabad shall be the basis of evaluation.

Conditional tenders/discounts etc. shall not be accepted. Rates quoted without attached conditions (viz. Discounts having linkages to quantity, payment terms etc.) will only be considered for evaluation purpose. Thus conditional discounted rates linked to quantities and prompt/advance payment etc. will be ignored for determining inter-se position. The Purchaser however reserves the right to use the discounted rate/rates considered workable and appropriate for counter offer to the successful tenderers.

Arithmetical errors in the financial bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between the price quoted in words and figures, the **rate quoted in words will be taken as final** and shall be binding on the Bidder.

29. **CONVERSION TO SINGLE CURRENCY :** 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 as notified in the Newspaper / Bank Website on the date of Price Bid opening .
30. **NEGOTIATIONS:** Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive bidder. Counter offers tantamount to negotiations and shall be treated at par with negotiations.

31. **AWARD CRITERIA** : The Purchaser will place the order on the lowest evaluated Bidder. In exceptional cases, the Director, NIAB reserve the right to award the order on any other Bidder based on the recommendations of Expert Committee Constituted for the Evaluation of the this Tender.
32. **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.
33. **PERFORMANCE SECURITY** : Within 21 days of receipt of the Purchase Order, the Supplier shall furnish **Performance Security for 10%** of the Order value in the form of Demand Draft / Bank Guarantee to be valid for 60 days after the warrantee / extended warrantee period. 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.

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. 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 dealer/bidder.

The Performance security shall be in one of the following forms:

- I) A Bank guarantee issued by a Nationalized/Scheduled bank located in India or a bank located abroad as per the NIAB FORMAT for the same.
- II) The Performance security may also be in the form of Banker's cheque or Account payee demand draft in favour of Director, NIAB, Hyderabad

The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations.

34. **PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD** : The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of goods and services originally specified in the Tender documents without any change in unit price or other terms and conditions.
35. **UNSOLICITED POST BID MODIFICATION**: Nosuo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.
36. **ORDER ACCEPTANCE**: The successful bidder should submit acceptance of the Purchase Order immediately but not later than 21 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the supplier is not interested and his bid security is liable to be forfeited.
37. **JOINT VENTURE, CONSORTIUM OR ASSOCIATION** :If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
38. **STANDARDS** :The Goods supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications, 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.
39. **DISQUALIFICATION OF TENDERS**:

Tenders are liable for rejection if they are not in line with the terms and conditions of this tender notice. Conditional quotations will be liable for rejection or may not be considered.

Incomplete tenders /tenders without EMD will be liable for rejection. Fax or e-mail tender documents /bids will be rejected.

Submission of Single Bid as against Two Bid System or Quotes submitted in Email/fax will be rejected.

The Bidder should ensure that the prices are mentioned only in the Price Bid and nowhere in the Technical Bids.

40. **FRAUD AND CORRUPTION**: The purchaser requires that the *bidder's* suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

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.

CHAPTER 2

DETAILED TERMS AND CONDITIONS

1. **DEFINITIONS :** In this Contract, the following terms shall be interpreted as indicated: The following words and expressions shall have the meanings hereby assigned to them:
 - a) "Contract Price" means the price payable to the Supplier as specified in the Purchase Order, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
 - b) "Day" means calendar day.
 - c) "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Purchase Order.
 - d) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser as per the Purchase Order.
 - e) "Related Services" means the services incidental to the supply of the goods, such as transportation, insurance, installation, commissioning, training and initial maintenance and other such obligations of the Supplier as per the Purchase Order.
 - f) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Purchase Order.
 - g) "The final destination," where applicable, means the place of delivery as indicated in the Purchase Order..
2. **SUPPLIER'S RESPONSIBILITIES:** The Supplier shall supply all the Goods and Related Services included in the Scope of Supply and the Delivery and Completion Schedule, as per Purchase Order Terms.
3. **SUB-CONTRACTS:** The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract. Sub-contract shall be only for bought-out items and sub-assemblies.
4. **CONTRACT PRICE:** Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Purchase Order shall not vary from the prices quoted by the Supplier in its bid.
5. **COPY RIGHT :** The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party
6. **PATENT RIGHTS:** The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights, copy rights arising from use of the Goods or any part thereof in India.
7. **INSPECTIONS AND TEST:** The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services. or as discussed during the course of finalizing the contract. The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at the point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data -shall be furnished to the inspectors at no charge to the Purchaser.
8. **PACKING:** The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
In order to maintain safety of the equipment, we prefer to have wooden crating with adequate cushion inside for transportation of any goods. The Material to be dispatched with International standard packing to withstand Rigors, and to avoid any transit damages.
9. **PACKING INSTRUCTIONS:** Each package will be marked on three sides with proper paint/indelible ink, the following:
 - i. Purchaser Name & Address
 - ii. Item Nomenclature
 - iii. Order/Contract No.
 - iv. Country of Origin of Goods
 - v. Packing list reference number
10. **DELIVERY AND DOCUMENTS :** Delivery of the Goods and completion and related services shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Purchase Order.

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Purchase Order. The details of shipping and / or other documents to be furnished by the supplier are also specified in Purchase Order.

Delivery of the goods should be made as per the Delivery Schedule incorporated in the Purchase Order. The supplier should intimate the shipment details within 72 hours before for custom clearance of the material.

The supplier shall notify the purchaser the full details of the shipment including order/contract number, railway receipt number /AWB etc and date, description of goods, quantity, name of the consignee, invoice etc. The supplier shall e-mail the following documents to the purchaser, with a copy to the Clearing Agent.

- i. 3 copies of the Supplier invoice showing Order/contract number, goods' description, quantity, unit price, total amount;
- ii. Acknowledgement of receipt of goods from the consignee(s) by the transporter;
- iii. Insurance Certificate if applicable;
- iv. Manufacturer's/Supplier's warranty certificate;
- v. Inspection Certificate issued by the nominated inspection agency, if any, and the Supplier's factory inspection report; and
- vi. Certificate of Origin.
- vii. Two copies of the packing list identifying the contents of each package.
- viii. Airway Bill / Bill of Lading

The above documents should be received by the Purchaser before arrival of the Goods(except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.

Please make appropriate commitments in writing that the instrument model being offered is current and is not likely to be obsolete within the next couple of years and that spare parts will be available for it for at least seven years after the installation. The Installation of the equipment is deemed complete only after all the sub-units of the main equipment such as the computers/printers/UPS/Software etc., is installed and tested as per the specifications in the offer/brocher / purchase order and demonstrated to the satisfaction of the end user.

11. **INSURANCE:** The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
For delivery of goods at the purchaser's premises, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "Warehouse to warehouse" (final destinations) on "All Risks" basis including war Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. However, in case of orders placed on FOB/FCA basis, the purchaser shall arrange insurance.
12. **TRANSPORTATION :** Where the Supplier is required under the Contract to deliver the Goods on 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.. 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 may be included in the Price Schedules.

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 maybe included in the Price Schedules.

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, shall be arranged by the Supplier, and the related costs may be included in the Contract Price.

13. **INCIDENTAL SERVICES:** The supplier may be required to provide any or all of the services, as discussed during the course of finalizing the contract. User and detailed Service Manual to be supplied along with the equipment.
14. **SPARE PARTS :** The Supplier shall be required to provide the spare part details/materials, notifications, and information pertaining to its manufacture or distribution:
 - a) Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
 - b) In the event of termination of production of the spare parts:
 - i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed Requirements if any; and
 - ii) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

15. **WARRANTY:** 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. The Warrantee should be comprehensive and on site.

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.

The warranty shall remain valid for twelve (12) months from the date of installation of the equipment or as per the Specification whichever is higher.

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.

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.

If during the period of warranty any component or spare part is need to be brought from abroad, all associated cost shall be borne by the supplier including the cost of customs duty.All incidental charges / additional duties incurred for importing warrantee replacements are to be borne by the suppliers.

The defective material / goods will not be handed over to the supplier and the same will be re-exported to the place of manufacturer at the cost of the supplier. In case, the manufacturer has the office in India the same may be handed over to them with an undertaking that they will re-export to their manufacturing facility within a reasonable time and submit the proof to that extent.

If having been notified, the Supplier fails to remedy the defect within a 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.

16. **TERMS OF PAYMENT** : Our rules do not permit any advance payment either direct or through a bank. However, payment of your bill will be made after receipt of the articles in good condition by way of DEMAND DRAFT / Foreign Demand Draft (FDD) or Wire Transfer . Alternatively, 100% Order value or 85 % of order value will be opened by way of Confirmed Irrevocable Letter of Credit. 85% of the L/C value will be released against receipt of complete shipping documents and the balance 15% value will be released after successful installation acceptable to NIAB and submission of performance security LC / wire transfer.

For Indigenous items Payment will be made after delivery and installation.

For service contract /work order Payment will be made 90 % after delivery and installation. 10 % after submission of bank guarantee for warranty period.

Payment Term will be finalized by NIAB Policy and remain mandatory for supplier.

17. **All banking charges outside India will be borne by the supplier and inside India charges will be borne by the purchaser.**

18. **The following documents shall be required by the Purchaser:**

1. Packing List in Original
2. Certificate of Origin issued by the Beneficiary/ Concerned Chamber of Commerce
3. Insurance copies/ certificates.
4. Airway Bill / Bill of Lading Copy.
5. Signed commercial invoice in quadruplicate.
6. Packing list indicating description of goods and quantity package wise in triplicate.

19. **AMENDMENTS** : The Purchaser may at any time, by written order given to the Supplier make changes within the general scope of the Contract as mutually agreed terms.
20. **ASSIGNMENT**: The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.
21. **EXTENSION OF TIME** . : Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified in the contract. If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.

Except as provided under the Force Majeure clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.

22. **PENALTY CLAUSE** : Subject to 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 Purchase order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1 percent of the order value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent. Once the maximum is reached, the Purchaser may consider termination of the Contract for Default.
23. **TERMINATION FOR DEFAULT** : The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part
- a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser
 - b) If the Supplier fails to perform any other obligation(s) under the Contract.
 - c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices.

In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:

- a. The Performance Security is to be forfeited;
 - b. The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.
24. **TERMINATION FOR INSOLVENCY**: The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.
25. **SETTLEMENT OF DISPUTES** : The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, NIAB and if he is unable or unwilling to act, to the sole arbitrator so appointed shall be final conclusive and binding on all parties to this order.

In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

The Venue of the arbitration shall be the place from where the order is issued.

26. **APPLICABLE LAW:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction Hyderabad .
27. **NOTICES:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing and confirmed to the other party's address specified in the Purchase Order.
28. **SITE PREPARATION AND INSTALLATION :** The Purchaser is solely responsible for the construction of the equipment sites in compliance with the technical and environmental specifications. The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the Equipment, if required. The supplier shall inform the purchaser about the site preparation, if any, needed for installation, of the goods at the purchaser's site immediately after placement of Purchase Order.
29. **TAXES AND DUTIES:** Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the ordered Goods to the Purchaser at the final destination. However, VAT in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in order.
30. Commercial Invoice produced by Reprographic system or automated computerized system marked as original not acceptable.

DECLARATION:

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

Sign. of Bidder

Name:

Company Seal:

Chapter 3
Specifications and Allied Technical Details of the Goods and Services

BIOLOGICAL SAFETY CABINET (CLASS II, TYPE B2) - 6 ft

Specification:

- Menu driven microprocessor controlled biosafety Cabinet with touch pad control
- Work zone shall be of 16 gauge single seamless stainless steel and reinforced with stainless steel channels.
- The motor must automatically adjust the airflow speed without the use of a damper to ensure continuous safe working conditions, even without maintenance adjustments.
- The front window Sash opening: 8”
- The front window must have no obstruction or protrusion that will interfere with user visibility.
- Should use Brushless DC Motors (BLDC /ECM) for fans/Blowers.
- The cabinet must automatically reduce fan/blower motor speed to 30% when the front window sash is in closed position to ensure reduced energy consumption when not in use.
- UV light must be programmable to allow for specific exposure times from 0 to 24 hours.
- The cabinet should have 2-3 internal electrical outlets. Sound level should be not more than 66 dbA.
- The cabinet filter performance status should be indicated
- Equipped with suitable audible alarm system when the front glass is above the permissible protection limit
- NSF 49 certification is required for the quoted model and the model quoted should be listed in the NSF website
- Local Service Support should be within 24 hours.
- Operating voltage 230-240 VAC, 50 Hz
- Any other items required to make the system complete and safer can be quoted

Other Requirements

- **3 years comprehensive warranty + 2 years free AMC should be mentioned clearly otherwise bid will be rejected.**
- Availability of local Service Support and response time for a Service Call during and after warranty to be mentioned.
- Additional features/accessories if any that can potentially increase the productivity of this instrument should be quoted as optional items.
- Should have **5 or more installations in India** of same model quoted with proven performance record and particulars of the organisation and **details of contact person** must be clearly mention **in the technical bid**

CHAPTER 4 PRICE SCHEDULE FORMAT

PRICE SCHEDULE

(For price bid format to be submitted in sealed second envelopes duly marked as “Price/Financial Bid”)

Sl.No	Description	Qty	Unit/Price (both in words and figures)	Total Price

Sign. Of Bidder

- i) **BID CURRENCIES:** Prices shall be quoted in Indian Rupees or in freely convertible foreign currency preferably in **USD (\$), Euro (€), Yen (¥), GBP (£)** wherever possible for correct evaluation during comparison. **Custom bonded warehouse price should be quoted in case of imported item quoting INR.** Instrument quoted should be complete in all respects; any additional accessories required for instrument to operate/function should also be quoted as part of the instrument and should be supplied along with instrument.
- ii) The cost of accessories/optional should be quoted separately.
- iii) The quoted price shall be deemed to include all taxes and duties/fee etc, that will have to be paid in the country of origin/export by the bidder.

Prices indicated shall be entered separately in the following manner (For Indigenous Items):

- (i) The price of the goods quoted showing all duties and taxes already paid or payable
- (ii) Taxes: **NIAB is exempted from payment of Excise Duty under notification number 10/97 dated 01.03.1997 and Customs Duty under notification No.51/96 dated 23.07.1996. Hence Excise Duty and Customs Duty, if any, should be shown separately.** Please mention the applicable taxes (VAT/Service Tax etc.) clearly. We don't issue any 'Form C' or 'Form D'. If there is no explicit mention about taxes in your offer, then quoted price will be deemed inclusive of all such taxes and no other charges except those mentioned clearly in the quotation will be paid.

(iii) Rates should be quoted FOR at NIAB, Hyderabad inclusive of packing, forwarding, installation and commissioning charges etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount / percentage of these charges will NOT be accepted. Where there is no mention of packing, forwarding, freight, insurance charges, such offers shall be summarily rejected as incomplete / non-responsive.

Prices indicated shall be entered separately in the following manner (For Imported Items):

(i) The price of the goods, quoted **FOB/FCA (named)** port of shipment. Notwithstanding financial obligations specified under latest applicable INCOTERMS FCA terms, all charges such as Export Packing, Documentation, Loading Charges, Inland Freight, Warehousing and Export Clearance etc. in the shipper country will have to be paid by the Supplier to the foreign associate of our duly appointed freight forwarding agent. Items as per the purchase order duly cleared for export in shipping country would be required to be handed over to our nominated freight forwarder.

(ii) **CIF /CIP PRICES COMPRISING ALL DETAILS SHOULD BE CLEARLY MENTIONED.** CIF/CIP rates for shipping items up to Hyderabad (India) preferably through AIR INDIA should also be mentioned. If facility of Air-India is not available in your country, specific intimation to this effect should be mentioned in your proforma invoice. Items are to be Packed, Marked & Labelled as per international norms. Small individual boxes must be palletized for easy handling & movement. State packing/ forwarding/ documentation charges etc. (each one) separately, if applicable. Order shall normally be placed on FOB/FCA basis but Director NIAB reserves the right to place the order on CIF/CIP basis also. Even if the order is placed on CIF/CIP basis, bidder will have to only use the services of our nominated freight forwarding agent for the sake of operational convenience at the time of customs clearance at our end. This condition will be mandatory and will be incorporated in our Letter of Credit. Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected summarily.

CHAPTER 5

CONTRACT FORM / PURCHASE ORDER FORMAT

The Purchase Order with standard /special terms and conditions will be prepared and awarded to successful bidder. The supplier has to give written acknowledgement as acceptance to this format of contract/Purchase order. The format/details can be seen by successful bidder at NIAB Purchase Section.

CHAPTER 6 OTHER FORMATS

- a. Bid Form (Bid Covering Letter) - (Annexure-A & A II)
- b. Manufacturers' Authorization Form – (Annexure B)
- c. TECHNICAL COMPLIANCE STATEMENT FORM – (Annexure C)

BID FORM (BID COVERING LETTER) - Annexure-A

[The Bidder shall type this Form on their Letter Head and enclose this along with Technical Bid (Part-I).]

To:

**The Director,
National Institute of Animal Biotechnology
Aryabhata Block, C.R.Rao AIMSCS, University of Hyderabad Campus,
Prof. C. R. Rao Road, Hyderabad, Andhra Pradesh, India ,PIN: 500 046**

- 1 We, the undersigned, declare that:
- 2 We have examined and have no reservations to the Bidding Documents, including Addenda (if any)
- 3 We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the tender Document
- 4 Our bid shall be valid for from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- 5 If our bid is accepted, we commit to obtain a performance security for due performance of the Contract;

We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

Annexure- A (II)

(To be enclosed in a similar format along with the offer)

DETAILS OF LOCAL / ANY OTHER SERVICE SUPPORT

Address of Service Centre	Phone/Fax/Email	Office Hours	Service Facilities

MANUFACTURERS' AUTHORIZATION FORM (Annexure-B)

No:

Dated: _____

**The Director,
National Institute of Animal Biotechnology
Aryabhata Block, C.R.Rao AIMSCS, University of Hyderabad Campus,
Prof. C. R. Rao Road, Hyderabad, Andhra Pradesh, India ,PIN: 500 046**

Dear Sir:

We _____ who are established and reputed manufacturers of the equipment having factories at _____ (address of factory) do hereby authorize M/s. (Name and address of Agent) to submit a bid, negotiate and receive the order from you against your Tender No. _____ dt. _____.

No company or firm or individual other than M/s. _____ is authorized to bid, and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per the Terms and Conditions of the above Tender for the goods and services offered by the above firm.

Yours faithfully,

(Name)
(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its Technical un-priced bid

TECHNICAL COMPLIANCE STATEMENT FORM (Annexure-C)

If any deviation is proposed by the Bidder, the same must be clearly indicated and enclosed as deviation as per given format.

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.

ITEM NAME

S.No.	Tender Specifications	Bidder's Specifications	Remarks/Deviation If any
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(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. **This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.**
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

Signed:

Name:

Duly authorized to sign the bid for and on behalf of:

Date:-

(Please Fill It Up. DON'T Write 'AS PER QUOTATION' / 'PLEASE REFER TO OUR OFFER' etc.)
Write NA for Entries (10 – 12 Below) Which Are Not Relevant in Case of Indigenous (or INR) Items
(Information asked in this sheet must be enclosed with price bid)

Quotation Ref. No.		Date	
01	Name of the Item (Equipment / System etc.)		
02	Main Item Model NUMBER		
03	Total FCA/FOB Value Of The Offered Package		
04	Insurance & Airfreight Charges		
05	CIF / CIP Value Of The Package or F.O.R. NIAB value (for indigenous items) or Custom Bonded Warehouse Price		
06	Delivery Time (Weeks/Months)		
07	Warranty (Months/Years) <u>Please CHK Our specification</u>		
08	Validity of Quotation (Days/Months)		
09	Product Import Code * (ITC HS Code of the item / main item) (Please consult any Export / Import / Customs Agent or ITC Handbook)		
10	(Please consult any Export / Import / Customs Agent or ITC Handbook)		
11	Country of Origin (product)		
12	Port(s) of Shipment		

Checklist (Before sending Tender ,Please Check that you fulfil the following Points)		Checklist
Sr No	Point	✓ Mark
1	Following Things Are Mentioned On The Main (Outer) Envelope Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD is Enclosed (With The Technical Bid Envelope In Case Of Two Bid.)	
3	Demand Draft(s) Is/Are In Favour Of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation Have Been Duly Signed And Stamped By The Authorized & Competent Person. All Cuttings/Over Writings Have Been Duly Checked, Initialled And Stamped. (If Applicable) Date is mentioned on Quotation	
5	In Case of Two Bid, please check following Single Combined Offer Has Not Been Submitted OR 'Price Bid' Has Not Been Enclosed In The Envelope Marked 'Technical Bid' OR both the Bids are not kept in one separate Cover OR Covers are not super scribed with Technical Bid / Price Bid ,Tender Ref No ,Name of Product. Otherwise it will be rejected.	
6	TECHNICAL COMPLIANCE STATEMENT FORM is attached	

7	Copy of the bidder's price schedule but without prices in technical Bid giving detail of each item/part to be supplied. Do not mention price in technical bid. (price bid copy without price to be part of technical bid)	
8	List of availability of number of trained support personnel, both application and service support Local /Other in detail with address to be mentioned.	
9	List of Installations of same model of the equipment in similar research institutes in India and address / e mail /contact no of the contact person where this installation is done.	
10	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.	
11	Please Note our Payment Terms <i>No advance Payment as per our policy</i> LC / wire Transfer / FDD 85 % LC against proper shipping and other required document, 15 % via wire transfer after installation and submission of Performance Security. <i>(Conditional Payment Terms Will NOT Be Accepted)</i>	

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

Signature of the Bidder
With seal

This Tender Document

Issued to: _____

Date:

Signature of the Issuing Officer, NIAB