

BID DOCUMENT

FOR

Supply of Equipment for MODROB-BST Laboratory

at

**Avinashilingam Institute for Home Science and
Higher Education for Women,
Coimbatore-641043**

Total number of pages - 20



**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore-641043. Tamilnadu, India.**

Check List of Documents: -

S.No	Particulars
1.	Filled in bid document duly signed and stamped at the bottom of each page.
2.	Technical bid in Annexure A (i) to A (iv) in sealed cover superscribed as “ Technical Bid ” with all required documents mentioned in point 4 to 11
3.	Price bid in Annexure B in separate sealed cover superscribed as “ Financial Bid ”
4.	Demand Draft submitted as Earnest Money Deposit .
5.	Attested copy of the Income Tax PAN card of the company/ Firm
6.	Copy of valid Registration of company/ firm
7.	Copy of valid GST Registration of company/ firm
8.	Sealed and Signed Compliance Sheet in Annexure A (v)
9.	Manufacturer Authorization Letter in prescribed proforma Annexed at A (vi).
10.	Duly Notarized Self Certificate in the prescribed format attached as Annexure A (vii).
11.	Declaration from Original Equipment Manufacturer (OEM) in prescribed format annexed as Annexure A (viii)

DETAILS OF TENDER CALL NOTICE

Sealed tenders are invited for **Supply of Equipment for MODROB-BST Laboratory** at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.641043, Tamil Nadu.

S. No	Item	Quantity	EMD (Rs)
1.	Supply of Equipment for MODROB-BST Laboratory at School of Engineering, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043. Tamil Nadu, India.	As mentioned in Annexure A (i) to A(iv)	Rs.7,500/-

Bid document for the above work can also be obtained from the office of The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, 641043, Tamilnadu on all working days in between 10.00 a.m. to 4.00 p.m. upto 11-1-2021.

The bids shall be accompanied with the required EMD, without which the same shall be rejected. Bids will be received up to 2.00 pm on 20-1-2021, for **Supply of Equipment for MODROB -BST Laboratory** and the technical bid will be opened on the same day at 2.30 p.m in presence of the bidders or their authorized representatives if any. Opening date and time of financial bid shall be communicated subsequently after assessing the suitability and eligibility of the bidders.

1. Scope of Work: -

1.1 Supply of Equipment for MODROB-BST Laboratory at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043, Tamil Nadu.

1.2 Successful bidder shall be required to supply and supply/install the ordered items within 30 (Thirty) days from the date of purchase order.

2 Eligibility Criteria for Bidder:

The bidding concern must fulfil all the following criteria for techno commercial qualification of the tender.

2.1 The Bidder should be registered under Indian law as a business entity. (attach document)

2.2 The Bidder must have valid PAN, GST (attach document)

2.3 The firm must not have been debarred/ blacklisted by any Govt. Dept, agency, PSUs / Institution / agencies / autonomous organizations. The bidder shall submit a self-certification by an authorized person duly notarized to this effect in the prescribed format attached as Annexure A (vii).

2.4 Only manufacturer(s) or their authorized distributor / agent are eligible to bid. authorization letter in the prescribed format (Annexure A (vi)) from Original Equipment Manufacturer (OEM) in favour of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid for all types of proposed items.

2.5 Bidder is also required to submit certificate from OEM in prescribed format annexed at Annexure A (viii).

3 Instructions to Bidders

- 3.1 A Bidder can submit a single bid only.
- 3.2 Incomplete, telegraphic or conditional bids shall not be accepted.
- 3.2.1 The contractor /firm shall not be allowed to transfer, assign, and pledge or sub- contract work order/supply order under this contract to any other agency.
- 3.3 Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during process of completion of the project.
- 3.4 The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.
- 3.5 Valid GSTIN certificate / e-submission document duly self-attested, must be submitted along with the bid.
- 3.6 Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under any condition.
- 3.7 Earnest money as specified in bid shall be deposited in shape of Demand Draft drawn in favour of **“The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women” payable at Coimbatore from any nationalized/ scheduled bank Bids without E.M.D will not be accepted.**
- 3.8 Bids received late due to postal delay or otherwise will not be considered.
- 3.9 The bidders are required to furnish their offers in the price bid both in words & figures. In case of corrections, if any, the original text/numerical must be clearly crossed out and re-written legibly above, below or on the side of the crossed-out characters as per availability of space and the authorized person must put his dated initial under such corrections. In case of any conflict between figures and words, the latter shall prevail.
- 3.10 Since timely execution of works is of paramount importance, requests for extension of time shall not be entertained.
- 3.11 Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- 3.12 Institute reserves its right to modify the bid document/details by way of amendment
- 3.13 Bids will be accepted & will be opened as per information mentioned in the notice-inviting tender. No receipt against submission of bid shall be issued by Avinashilingam

Institute for Home Science and Higher Education for Women, Coimbatore-641043.
Tamil Nadu, India.

- 3.14 The last date of receipt of the bid is 20.1.2021 upto 2.00 p.m. Sealed tenders may only be dropped in the specified tender box kept in the Office of The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, during office hours on working days. Bids received after due date & time will not be considered. If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time.
- 3.15 Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature along with Bill of Material (BoM) mentioning all the terms & conditions clearly, must be enclosed with the technical bid.
- 3.16 The technical bid shall be opened on 20.1.2021 at 2.30 p.m. at the office of Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore in presence of such bidders or their authorized representatives, who are present at the time of opening. (The bid document should be submitted in two parts as detailed below:
- 3.16.1 Bids should be submitted in two separate sealed envelopes as mentioned below & addressed to the **Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**, inside a sealed envelope super-scribed "**Bid for Supply of Equipment for MODROB-BST Laboratory**". First sealed envelope should contain Technical Bid as per Annexure–A (i) to A (iv) prescribed Firm Registration certificate, Earnest Money, Technical Specification, GST Registration, Commercial terms & conditions, Compliance Sheet, other bid documents duly signed & sealed.
- 3.16.2 It should be superscribed with "**Part-1 Technical Bid**". All the papers of bid documents except the price bid duly signed should be submitted in the first envelope. Required earnest money deposit in the form of Demand draft in favour of "**The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**", should be attached.
- 3.16.3 **Second sealed envelope (Part-II) should contain Price bid as per Annexure – B in a separate sealed envelope.** It should be superscribed with "**PART II - Financial Bid**". Any condition in regard to financial aspects,

payments, terms of rebate etc. beyond the prescribed financial terms of Avinashilingam Institute for Home Science and Higher Education for Women Coimbatore, will make the bid invalid. Therefore, it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure-B except price.

3.17 The procedure of opening of the bid shall be as under:

3.17.1 First envelope "PART-1 Technical Bid" shall be opened at the time & date mentioned in the bid notice by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore representative in the presence of bidders, who choose to be present.

3.17.2 Second envelope (Part-II) containing Price bid shall be opened after evaluation of technical-commercial suitability of the offer by assessing responsiveness in line with the requirements mentioned in the bid document. The time for opening of second envelope (Price bid) shall be informed separately after assessing and evaluation of technical bid. Second envelope of price bid be only those bidders shall be opened who qualify in the technical bid. If necessary, the firms may be called for Technical Presentation of their product as per the time intimated by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

Successful bidder shall be calculated on the basis of total cost of all items as mentioned in technical bid.

3.17.3 In case of supply of any defective material or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office it will have the right to suitably dispose off the same and forfeit the amount.

3.17.4 The supplied materials should strictly comply with the specifications as mentioned in the bid, otherwise the material would be liable for rejection.

3.17.5 Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore through email and reply shall be sent by email only.

- Deviation of any commercial terms and condition and technical specification shall not be entertained under no circumstances.
- Bidders may in their own interest visit the sites and undertake site visit before submitting bids. Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore will not be responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
- The contractor shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor/firm shall indemnify the Institute from any claims in this regard

3.18 Any losses sustained by the Institute due to negligence of contractor's service in the form of loss/damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the contractor/firm.

The Contractor/firm will adopt all safety measures /precautions while executing the work/supply. In case of any accident/causality of any personnel, involved in work/supply the complete responsibility will be borne by the contractor/firm himself and Institute will not be held responsible for any claim/compensation.

The tenderer shall submit the copy of the tender document and addenda thereto, if any, with each page should be signed and stamped to confirm the acceptance of the entire term & conditions of the tender.

4 OEM's Pre-qualification Criteria.

The bidder shall be required to obtain certificate from OEM for the following:

S. No	Specific Requirements
1.	OEMs of major items should not be blacklisted by any Ministry under Government of India or by Government of any State in India or any of the Government PSUs as on tender floating date.
2.	The proposed items OEM should have direct presence in India for more than 5 years as on bid submission date (not as joint venture, partnership firms or through any other associated)
3.	The proposed items OEM should have own RMA set up in India for last 3 years from the date of submission of bid (not as joint venture, partnership firms or through any other associated).
4.	OEM of proposed items must be ISO certified.
5.	The proposed items should be from the same OEM to ensure seamless integration and single point of contact and ownership from the Fluke equipment OEM.
6.	The proposed items OEM should have its tollfree number in India for any technical support query from the SI or end customer.

The certification should be in prescribed format at Annexure A (vi) on letterhead of OEM.

5 Acceptance/ Rejection of the Bid Documents:

The Registrar, Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore reserves the right to reject or accept any bid or annul the bidding process at any time prior to award of contract, without having prejudice of incurring any liability to the affected bidders or any obligation to inform the bidders.

6 Commercial Terms & Conditions:

6.1 Rate:

The offer should indicate the complete cost of the work including design, manufacturing and Installation & Commissioning charges, taxes & duties. The unit cost must be inclusive of packing, forwarding, loading & unloading charges, cost of insurance and transportation FOR destination where the system will be installed as per the Purchase Order/Work Order.

6.2 Taxes:

All Taxes as applicable should be mentioned clearly in price bid.

6.3 Warranty:

Warranty for proposed items should be mentioned clearly in the bid.

6.4 Installation:

Installation charges if any should be mentioned clearly in the bid.

6.5 Make and Model:

Make and Model of the proposed item should be mentioned clearly in the bid.

6.6 Training:

Successful bidder should provide the training for the proposed items at free of cost.

6.7 Earnest Money Deposit:

Earnest money deposit as mentioned is required to be deposited along with the bid without which the bid will not be accepted. No interest will be payable for the EMD amount under any circumstances.

Earnest money can be deposited in shape of a Demand Draft in favor of “**Registrar, Avinashilingam Institute for Home Science and Higher Education for women**” **Coimbatore, from any Nationalized /Scheduled Bank Payable at Coimbatore. E.M.D should be refunded** to the unsuccessful bidders after finalization of the bid without any interest.

E. M. D would be adjusted against security deposit in case of successful bidders.

E. M. D would be forfeited in case of non- compliance of the purchase order by the successful bidder.

In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

If successful bidder fails to deposit security deposit within time frame provided, earnest money shall be forfeited and bid of the firm shall be rejected.

6.8 Security Deposit:

The successful bidder must deposit the Security amount @ 5% of the ordered value with The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore within the time frame provided in letter for depositing of security in shape of DEMAND DRAFT OR irrevocable Bank Guarantees of equivalent amount for a period of one year.

The security deposit would be forfeited, if the firm/contractor denies to execute the work or supply the ordered items as the case maybe.

The security deposit would be forfeited, if the supplies are not made or work not done as per the Terms & Conditions of the purchase order/bid document.

The security deposit amount will be refunded after the period of Six Months without any interest.

6.9 Payment:

Payment will be made after satisfactorily completion of work as per specifications after submitting of bill by firm.

In case supply /work is not found as per specifications of the Institute, whole supply/work shall be rejected and there shall not be any liability towards University for any reason.

6.10 Liquidated Damages:

If the supplier fails to deliver the equipment / materials within the time frame (s) incorporated in the purchase order, the Institute shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the value of purchase order/work order for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10% of the respective purchase order value. The contractor may apply for extension at least Ten (10) days prior to the date of completion with valid reasons beyond the control of contractor. (Applicable for respective purchase orders issued).

6.11 Force Majeure:

In no event shall either Party have any liability for failure to comply with this Agreement, if such failure results directly from the occurrence of any contingency beyond the reasonable control of the Party, including, without limitation, strike or other labor disturbance, riot, major power failure, war, natural calamities including but not limited to floods, earthquakes, fire, volcanic eruptions, epidemics, National Emergency, interference by any government or governmental agency, embargo, seizure, or enactment or abolition of any law, statute, ordinance, rule, or regulation (each a " Force Majeure Event"). In the event that either Party is unable to perform any of its obligations under this Agreement because of a Force Majeure Event, the Party who has been so affected shall as soon as may be, after coming to know of the Force Majeure Event, inform the other Party and shall take reasonable steps to resume performance as soon as may be after the cessation of the Force Majeure Event. If the period of nonperformance due to a Force Majeure Event exceeds thirty (30) days, the Party whose ability to perform has been so affected may, by giving written notice, terminate this Agreement.

6.12 Settlement of Dispute:

All disputes pertaining to the contract is limited to the jurisdiction of Vice- Chancellor, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, District Court of Coimbatore and in exceptional cases to the Hon'ble High Court of Chennai. Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

ACCEPTANCE

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

Signature of the bidder with seal

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB-BST Laboratory

TECHNICAL SPECIFICATIONS

S. No	Product Description	Qty
1.	<p>Electrical Safety Analyser Model ESA-615-12-India (FLUKE)</p> <ul style="list-style-type: none"> • Operators manual (4105850) • Getting started guide (4105845) • Data transfer cable (4034393) • Accessory kit (test lead set, TP1 test probe set, AC285 alligator clip set) (3111008 US, 3111024 EUR) • 15-20 A adapter (2195732), null post adapter (3326842) • 5-to-5 banana jack to ECG adapter (3359538) • carrying case (2248650), • country-specific line cord, Ansur ESA615 plug-in software (4165219) 	1 (One)

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB-BST Laboratory

S. No	Product Description	Qty
2.	1 to 10 Adapter Box Assembly for ESA-615 (Fluke)	1 (One)

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB-BST Laboratory

S. No	Product Description	Qty
3.	ELECTROSURGERY ANALYZER, QA-ES MK III – 02 (FLUKE)	1 (One)

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB-BST Laboratory

S.No	Product Description	Qty
4.	INFUSION DEVICE ANALYZER, IDA-1S (FLUKE) One Channel	1 (One)

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB - BST Laboratory

COMPLIANCE SHEET

S.No	CONFIGURATION	Compliance (Y/N)
1.	ELECTRICAL SAFETY ANALYZER (FLUKE) – As in Annexure (i)	
2.	1 to 10 Adapter Box Assembly for ESA-615 (FLUKE) - As in Annexure (ii)	
3.	ELECTROSURGERY ANALYZER (FLUKE) - As in Annexure (iii)	
4.	INFUSION DEVICE ANALYZER (FLUKE) – As in Annexure (iv)	

Note: Attach specification sheet for each item

FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT
(on letter head)

Ref. No.

Date:

To,
The Registrar,
Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore.641043.

Authorization Letter.

Dear Sir,

We, who are established and reputed manufacturers of _____,
having factory at _____, hereby authorize M/s. _____ (name & address
of Indian distributor/ agent) to bid, negotiate and conclude the order with you for the above goods
manufactured by us. We shall remain responsible for the tender/ contract/ agreement negotiated
by the said M/s. _____, jointly and severally.

We ensure that we would also support/facilitate the M/s _____ on regular basis
with technology/product updates for up-gradation/ maintains/ repairing/ servicing of the supplied
goods manufactured by us, during the warranty period.

In case duties of the Indian agent/ distributor are changed or agent/ distributor is changed it shall
be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent
failing which we will ipso-facto become liable for all acts of commission or omission on the part
of new Indian Agent/ distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorization should be on the letter head of the manufacturing concern and
should be signed by a person competent authority on behalf of manufacturer.

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART INTENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 10/-non
judicial stamp paper by the Tenderer)

1. I/We _____ of M/s _____ hereby declare that our company
_____ having registered address at _____ has
never been 'Blacklisted/debarred by any State/Central Govt, Department/Organization till
date nor we are facing/filed any Litigation proceeding regarding debarring (blacklisting) with
either of the above said agencies.

OR

1. I/We _____ of M/s _____ hereby declare that our company
_____ having registered address at _____ was
blacklisted or debarred by State/ Central Govt, Department/Organization from taking part in
tenders for a period of _____ years. we _____ to _____. The period
is over on _____ and now the firm /company is entitled to take part intenders.

In case of above information found false, I/we are fully aware that the tender/contract will be
rejected/cancelled by Avinashilingam Institute for Home Science and Higher Education for
Women, Coimbatore.641043 and EMD/Security deposit shall be forfeited.

In addition to the above Avinashilingam Institute for Home Science and Higher Education for
Women, Coimbatore.641043 will not be responsible to pay the bills for any
completed/partially completed work/supply.

DEPONENT

ATTESTED:
(Public Notary/executive Magistrate)

NAME:- _____
Address: _____

Declaration for Taking Part in Tender

(To be executed & on the letterhead of the OEM)

1. I/We _____ as OEM (_____)
for **Supply of Equipment for MODROB - BST Laboratory** hereby declare that:
 - a. We are not blacklisted by any ministry under Government of India or by Government of any State in India or any of the Government PSUs as on tender floating date.
 - b. We as OEM are having direct presence in India for more than 5 years as on bid submission date (**not joint venture, partnership firms or through any other associated**).
 - c. We as OEM are having our own RMA set up in India for last 3 years from the date of submission of bid (**not joint venture, partnership firms or through any other associated**).
 - d. Our above-mentioned product be ISO certified
 - e. We have toll free number in India for any technical support query from the SI or end customer.

(Name & Signature)

For and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of declaration should be on the letter head of the manufacturing concern and should be signed by a person competent authority on behalf of manufacturer.

“Annexure – B”

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore**

Supply of Equipment for MODROB - BST Laboratory

FINANCIAL BID

S. No	Description	Qty	Rate (Rs)	Tax (If any applicable)	Amount (Rs)
1.	Electrical Safety Analyzer ESA-615 (Fluke)				
2.	1 to 10 Adapter Box Assembly for ESA-615 (Fluke)				
3.	Electrosurgery Analyzer (Fluke)				
4.	Infusion Device Analyzer (Fluke)				
			Total (Rs.)		

Undertaking Letter

Sub: Undertaking of authenticity for the equipment

This has reference to equipment being supplies/quoted to you vide our invoice no/quotation no/order no..... dated

We hereby undertake that all the components/parts/assembly/software used in the equipment under the above shall be original new components/ parts/assembly/software's from respective original equipment manufacturer (OEM), of the products and that no refurbished/duplicate/second hand components/parts/assembly/software are being used or shall be used.

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM suppliers within a reasonable time. In case we are found not complying with the above at the delivery or during installation, for the equipment already billed, we agree to take back the equipment if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory