



## **NOTICE INVITING TENDER ( N.I.T)**

TENDER NOTICE NO:- SCIENTIFIC EQPT/2012-13/17 Dt 28.02.2013

### **TENDER FOR**

**Multi-channel pipettes 10 to 100 ul, 30 to 300 ul , 0.5 to 10 ul**

I	Last Date for Receipt of Tender	<b>18-03-2013 , up to 10.00 am</b>
II	Opening of Techno Commercial Bid	<b>18-03-2013 from 11.00 am</b>
III	Place Of Opening	NIAB OFFICE Aryabhata Block, C.R.Rao AIMSCS, University of Hyderabad Campus, Prof. C. R. Rao Road, Hyderabad, Andhra Pradesh, India ,PIN: 500 046

**Sealed Tenders are invited on behalf of the director, NIAB in TWO BID SYSTEM FOR procurement , Installation, Testing and Commissioning of the instrument mentioned below**

**Multi-channel pipettes 10 to 100 ul, 30 to 300 ul , 0.5 to 10 ul**

### **Details of Tender**

1. Earnest Money Deposit (**EMD**) **RS 40000** /-
2. Tender documents consisting of Techno Commercial Bid document and Financial Bid documents is enclosed herewith.
3. The above tender will be dealt with under **“TWO BID SYSTEM”** consisting of Techno Commercial Bid (Part I) and Financial Bid (Part II).
4. Both Part . I and Part . II duly sealed in separate covers and be placed in a bigger cover bearing the Tender Notice Number .name of item , date and time of opening the tender on the cover.
5. The Techno Commercial bid shall contain the following:

- (i) Technical bid document comprising N.I.T instruction to tenderers, letter of submitting the tender, general terms & conditions of the Tender with detailed specifications.
- (ii) Tender Document with each page duly signed by the Bidder as token of acceptance. **If any deviation is proposed by the Bidder, the same must be clearly indicated and enclosed as deviation list in Annexure .(Tenders with significant deviations list may be liable for rejection.)**
- (iii) EMD in the form of demand draft drawn in favour of **National Institute of Animal Biotechnology**, payable at Hyderabad.
- (iv) Other Information / documents/literature/catalogues as indicated in Instructions to Tenderers.
- (v) All necessary catalogues/ technical literature, data as are considered essential for full and correct evaluation of bids.
- (vi) Availability of number of trained support personnel, both application and service support.
- (vii) Compliance statement indicating yes/ no as per the specifications
- (viii) Copy of the bidders price schedule without prices mentioned
- (ix) The complete Technical Bid (Part I ) to be signed and enclosed.

6. The Financial Bid shall contain the following:

- (i) Duly filled in price bid document.
- (ii) Tenderers are required to quote individual item rates for each item in price bid. The rates and amount shall be quoted in figures as well as in words. In case of difference in quoted rates, the rates in words will be taken as final rates.
- (iii) The Bidders are to quote INR / Foreign currency wherever applicable.
- (iv) NIAB is exempted from paying Excise Duty and Custom duty. The Bidders are requested to quote in Customs Bounded Ware House Prices or High Seas Sale prices.

7. Sealed tenders signed in each page are to be sent to the office of **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** on or before the prescribed last date (by post / courier/ in person)

8. NIAB does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be summarily rejected.

9. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.

10. The Director, NIAB reserves the right to postpone the tender issue date, submission /opening date and to accept or reject any or all tenders without assigning any reasons.

11. Tender completed in all respects shall be submitted as per % instructions to Tenders+forming part of the tender document.

**12. Any tender received without Earnest Money Deposit in the form as specified shall be summarily rejected.**

13. The tenderer shall sign all the pages of the tender documents and other documents submitted by him along with the tender.

**14. The tenderer should ensure that rates / amounts quoted should appear only in the Financial Bid document ( Part II ) and nowhere else, otherwise, the tender is liable to be rejected.**

15. Techno commercial bid and Financial bid shall be submitted simultaneously In separate envelope on or before due date . Only Techno Commercial Bids shall be opened on the due date and the Financial Bids shall be kept sealed. Later on, a date shall be fixed and intimated for opening of Financial Bids of only of those Vendors whose Techno Commercial Bids are found technically suitable by NIAB.

Sd/-

The Director, NIAB

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL INSTRUCTIONS:**

1.1 Tenders received after the date and time fixed for receipt of Tenders as indicated above are liable to be rejected. **NIAB** takes no responsibility for delay, loss or non-receipt of Tender documents sent by Post / Courier. Telex / Telegraphic / Fax /Email offers will not be accepted.

1.2 **NIAB** is not bound to accept lowest or any Tender or to assign reasons for non-acceptance of any Tender.

1.3 The bidder shall not be entitled to claim any costs, charges, expenses incidental to or incurred by him through or in connection with his submission of Tender, even if the Director, **NIAB** decides to withdraw or cancel the Tender.

1.4 Unsealed Tenders, unsigned Tenders, incomplete Tenders, or Tenders otherwise considered defective are liable to be rejected.

1.5 The Director, **NIAB** reserves the right to accept the Tender either in whole or in part and the prices quoted by the bidder shall be deemed to hold good even if the Tender is accepted in part by the Director, **NIAB**.

### **2. CAPACITY OF THE BIDDER:**

- 2.1 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.
- 2.2 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.
- 2.3 The bidder shall produce a certificate from the Manufacturer of the offered product that they are the authorized / exclusive dealers in India.

### **3. BIDDER TO INFORM HIMSELF FULLY:**

- 3.1 The bidder is required to carefully examine the documents contained in this Tender document and fully inform himself as to all conditions and matters which may in any way affect the works or the cost therefore, before submitting his offer. If the bidder finds discrepancies, omissions, or contradiction in the documents or in doubt as to true meaning of any part, he shall at once frequent in writing for clarification to **NIAB**. **NIAB** will issue such clarification in writing. The bidder however shall not be entitled to any extension of time for submission of his Tender on such account.

### **4. EARNEST MONEY:**

- 4.1 The Tender must be accompanied by Earnest Money Deposit (EMD) in the form of a Demand Draft drawn on the **State Bank of India or any Nationalized Bank** in favour of **National Institute of Animal Biotechnology**, payable at Hyderabad. **If the bidder after submitting his Tender revises his offer or modifies the terms and conditions there of in a manner not acceptable to the Director, NIAB, the earnest money shall be liable to be forfeited.**
- 4.2 **EMD should be kept along with the Technical bid in one envelope. Tenders not accompanied by EMD shall be liable for rejection at the sole discretion of the Director, NIAB.**
- 4.3 **THE EARNEST MONEY WILL BE RETURNED WITHOUT ANY INTEREST TO THE UNSUCCESSFUL BIDDERS AFTER THE FINALIZATION OF THE ORDER WITH THE SUCCESSFUL BIDDER.**
- 4.4 The earnest money shall be returned to the successful bidder after the security deposit equivalent to 10% of the total Purchase Order value in Indian rupees in the form of bank guarantee has been furnished in favour of the Director, **NIAB**.

### **5.0 MANNER, METHOD AND PLACE FOR SUBMISSION OF TENDERS:**

- 5.1 Tenders should be Submitted 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

**5.2** Tenders shall be submitted in 2-PARTS and separate bid must be submitted for each instrument/equipment in a separate envelope. Separate DD towards EMD for each instrument/equipment must be submitted. **(DD AMOUNT SHOULD NOT BE CLUBEED)**



**PART-I  
TECHNICAL BID**

**SCIENTIFIC EQPT/ 2012-13/17 dt 28.02.2013**

# **TENDER DOCUMENT FOR**

**Multi-channel pipettes 10 to 100 ul, 30 to 300 ul , 0.5 to 10 ul**

## **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

Sign of Bidder

## PART-I TECHNO COMMERCIAL BID

1. PART-I of the Tender must contain the following:

- i) Tender Document, **each page duly signed by the bidder** as token of acceptance. If any minor deviation is proposed by the bidder the same must be clearly indicated and enclosed as deviation list as Annexure but Tenders with significant deviations list may be liable for rejection.
- ii) Copy of the bidder's price schedule **but without prices.**
- iii) Earnest Money Deposit as indicated above.
- iv) All necessary catalogues/technical literature, data are considered essential for full and correct evaluation of offers.
- v) **Details 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.**
- vi) Availability of number of trained support personnel, both application & service support in Hyderabad.
- vii) Compliance statement indicating yes/no as per the specifications
- viii) The complete Technical Bid (Part I) to be signed and enclosed

2. All the above documents forming PART I of the Tender shall be kept in one envelope which shall be **SEALED** and super scribed with as **PART- I: TECHNO COMMERCIAL BID – TENDER ENQUIRY NO: SCIENTIFIC EQPT/2012-13/17 dt 28.02.2013**

3. PART-II of the Tender shall contain only the Price schedule with prices (both in words and figures) (Departure to the price schedule format may render the Tender liable for rejection. Price Schedule format in PART-I and PART-II must be identical, except that PART-I should not contain any price figures).

4. The price bid forming PART-II of the Tender shall be kept in another envelope which shall also be sealed and super scribed with **PART-II: PRICE BID – SCIENTIFIC EQPT/2012-13/17 dt 28.02.2013**

Sign. Of Bidder

5. THE ABOVE TWO SEPARATE SEALED COVERS, ONE CONTAINING THE PART-I TECHNO COMMERCIAL 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 SUPERSCRIBED WITH FOLLOWING DETAILS:**

**TENDER ENQUIRY NO :- SCIENTIFIC EQPT/2012-13/17 DT 28.02.2013**  
**Multi-channel pipettes 10 to 100 ul, 30 to 300 ul , 0.5 to 10 ul**

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 SUBMITTED ON OR BEFORE **LAST DATE MENTIONED ABOVE**

**6. TENDER OPENING:**

- i) THE TECHNO COMMERCIAL BIDS WILL BE OPENED IN THE PRESENCE OF THE BIDDERS OR THEIR REPRESENTATIVE WHO WISH TO BE PRESENT.
- ii) The Techno-commercial evaluation of the bids will be conducted by NIAB at which time the bidders must be prepared to make a presentation on their bids, if asked to do so by **NIAB**.
- iii) The Price bid of the acceptable techno commercial bids will be opened after the technical evaluation by **NIAB that will be informed**

- iv) All queries/clarifications prior to submission of Tender shall be addressed 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

**7. DELIVERY:**

- i) The items as per the purchase order shall be delivered at NIAB laboratory within the mutually agreed delivery schedule as per the Purchase Order
- ii) The supplier shall be required to depute their authorized representative(s) at their expenses to NIAB site in India for installation of the equipment and test performance of the equipment as per the specifications in the Purchase Order.
- iii) **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 for the same will be available for at least seven years after the installations.**



- iv) 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/ brochure / purchase order and demonstrated to the satisfaction of the end user.
- v) Timely completion of the supplies as specified in the purchase order shall be the essence of the contract. If the supplier fails to do so, THE DIRECTOR, NIAB may resort to the following steps:
  - a) Levy of liquidated damages @ 1% of the purchase order value each fortnight beyond the specified date of delivery subject to maximum of 10% of the Purchase Order value. This is subject to the DIRECTOR, NIAB accepting the delay in the delivery of the item at his discretion.
  - b) Resort to such risk purchase at the cost and risk of the supplier without notice as the DIRECTOR, NIAB may deem fit.
  - c) Cancel the contract partially or wholly, including the forfeiture of Security deposit.

## 8. PRICE:

- i) TENDERERS SHOULD FOLLOW THE PRICE SCHEDULE FORMAT as detailed in the price schedule (part-II)
- ii) Instrument operation manual, software manuals and a detailed service manual with all circuit diagrams, parts list and troubleshooting guide should be supplied with the system .
- iii) The prices quoted must indicate the Ex-works value, FOB value and CIF/CIP value to enable the purchaser to take decision at his discretion.
- iv) The prices shall remain firm and fixed till execution of the contract. The prices quoted must contain the break-up of unit prices and such prices shall include all essential tests for acceptance of the stores as specified in the technical specifications.
- v) The cost of accessories should be quoted separately.
- vi) 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.

**vii) The price details should not appear in any other page except in the PRICE BID ( PART II ).**

## 9. PAYMENT TERMS:

- i) For indigenous orders ,the normal payment terms are 100% payment after inspection, installation and acceptance of stores at NIAB ,HYDERABAD. **No Advance Payment will be made.**
- ii) For Imported items payment will be through Letter of Credit (LC). Letter of Credit will be opened for Total cost of the equipment with **85%** to be released against the material receipt and the remaining **15%** would be released after successful Installation, testing & commissioning acceptable to NIAB against the submission of a bank guarantee for **15%** of the Purchase Order

value valid for a period of one year against the performance of the machine or the warranty period whichever is later.

iii) All banking charges outside India to Beneficiary's account

**10. VALIDITY OF TENDER:**

**The Tenders should be kept valid for acceptance for a period of 120 calendar days (Four months) from the Tender due date.**

**11. DECLARATION:**

The bidder should give a declaration in the following format

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



**PART-II  
PRICE BID**

# TENDER DOCUMENT

FOR

**Multi-channel pipettes 10 to 100 ul, 30 to 300 ul , 0.5 to 10 ul**

## **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

Sign of Bidder

**PRICE SCHEDULE**

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

Sign. Of Bidder

