


STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals
Telefax	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

BID DOCUMENT
NOTICE INVITATING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the supply of the following items.

(SINGLE BID SYSTEM = Technical specification and price to be quoted in single quotation)

SN	Name of item	Qty.	Tender No Put this Ref. No. on the top of cover	Bid Type
1	Electric Burner <u>Detailed Specification mentioned below</u>	4 Nos	NIAB/SP/2014-15/50	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	RS 500 /-	
MODE OF PAYMENT	Cash Payment to finance section, NIAB OR Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. 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 TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	05-02-2015 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	05-02-2015 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	

IMPORTANT POINTS /TERMS AND CONDITIONS TO BE NOTED/COMPLY

1. The rate quoted must be inclusive of all taxes and other charges up to NIAB, Hyderabad.
2. The rate quoted shall be binding for 6 months from the date of awarding of the work. TDS (if any) will be deducted as per rule.
3. Firm must have past experience of supply of items as per this tender requirement. Proof of the same is required. Please visit NIAB (if required) in office hours only, to check any technical / suitability /pre installation requirement etc. before submitting quotation.

Sealed quotations are invited from the reputed venders for supply of following items

<p>NAME OF ITEM / REQUIRMENT/SPECIFICATION</p>

Electric Burner

Specifications: Qty -4 no's

- Stainless steel body
- Temperature range from +35 °C to +700 °C
- Energy regulator controller
- Operating voltage 230 ±10VAC, 50 Hz

Other requirements:

- After Sale, Service should be available promptly
- Should arrange for Demo of the Equipment on request at NIAB. Purchase Order will be placed only when equipment performance is satisfactory

The following form should be filled / printed, stamped/attested by firm and to be submitted along with quotation.

APPLICATION FORM FOR NIAB TENDER		
TENDER NO - NIAB/SP/2014-15/50 dt 21-01-2015		
1	1. Name of the Company/Firm : 2. Name of Authorized Person (Who signs on the tender document) : 3. Office Address : 4. Phone No. : 5. e-mail address : 6. Mobile No. :	
2	Status (Whether Company/ Proprietary/ Firm/ Individual/Any other)	
3	Annual Turnover of Last 02 years 2012-13 2013-14	(Proof Required)
4	Sales Tax registration Number Permanent Account Number VAT/TIN Number	(Proof Required)
5	Certificate of Authorized distributors of the products is submitted?	Yes / No (Proof Required)
6	A list of organizations where the supplier has supplied the items covered in the tender is required. Past experience in this field & client list of the same item supplied is submitted?	Yes / No (Proof Required)
7	Original Catalogues, Pamphlets of the Product offered is submitted ?	Yes / No (Proof Required)
8	Hyderabad based any local service support available? If Yes , give all details.	Yes / No
I have read and understood the above conditions including that of tender document and quoted best discounted rates.		
Competent Authority to sign: Name, Designation: Date with stamp & seal of organisation:.		

STANDARD FORMS TO BE SUBMITTED

(form must be submitted on firm letterhead and in original by the bidders)

FORM -1

form must be submitted on firm letterhead and in original

BID COVERING LETTER

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract, specified in the tender Document

Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender. If our bid is accepted, we commit to provide a performance security for due performance of the Contract as per NIAB policy and warranty-guarantee as per tender specification or agrees as per 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.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation:

FORM -2

form must be submitted on firm letterhead and in original

TECHNICAL COMPLIANCE STATEMENT

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

Please find attached technical compliance statement as required vide this Tender No _____ dt _____
For the item _____

Sr No.	Tender Specifications	Bidder's Specifications	Compliance (Yes/No)	Remarks/Deviation (If any)

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation:

Please note:

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

Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications should also give the page number(s) of the technical literature where the relevant specification is mentioned.

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.

FORM -3*form must be submitted on firm letterhead and in original***DETAILS OF LOCAL / ANY OTHER SERVICE SUPPORT**

Location /Address of Service Centre :-

Name of Technical /In charge Person/Qualification :-

Phone/Fax/Email :-

Office Hours :-

Service Facilities /list of similar type equipment's serviced in the past 3 years:-

Competent Authority to sign:

Name, Designation :

Date with stamp & seal of organisation:

FORM -4*form must be submitted on firm letterhead and in original***MANUFACTURERS' AUTHORIZATION**

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana,India - 500 049

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) on our behalf to submit a bid, negotiate and receive the order from you against your tender No. _____ dt. _____.

We hereby extend our full support, guarantee and warranty as per the Terms and Conditions of the above Tender/PO (issued if any) for the goods and services offered by the above firm as per this tender.

Competent Authority to sign:

Name, Designation :

Date with stamp & seal of organisation:

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.

FORM -5*form must be submitted on firm letterhead and in original***PERFORMANCE STATEMENT/ CLIENTELE /LIST OF USER**

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana,India - 500 049

Sir,

Please find attached herewith our list of clients to whom we have supplied the same /similar ITEMS as required vide this Tender No _____ dt _____

Name & Address of purchaser	Order No. and date	Description and quantity of ordered equipment	Date of delivery as per Contract/Actual	Date of installation	Contact Person along with Tel. NO., Fax No. & e-mail address

Competent Authority to sign:

Name, Designation :

Date with stamp & seal of organisation:

Note:-Please provide details of at least last 3 yrs with supporting documents if any.

Checklist

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
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 if applicable is Enclosed	
3	Demand draft 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 has 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	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.	
6	All the forms required as per the tenders are submitted on letter head of the firm.	

FOR ANY QUERY

Contact Details Of NIAB for this tender

Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

DECLARATION BY BID SUBMITTING FIRM

PRICE REASONABILITY CERTIFICATE

This is to certify that we have offered the maximum possible discounted price to you for the Item required as per this Tender. We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to NIAB to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later.

I/We the undersigned, have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation:

Please take print of this full tender Document and submit this duly signed & stamped with above declaration and sign wherever mentioned along with your quotation/bid