



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

An Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India

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, Andhra Pradesh, |
| Website | www.niab.org.in | | India – 500049 |

(LIMITED TENDER)

INVITATION OF SEALED QUOTATIONS/TENDERS (SINGLE BID)

Director, NIAB, Hyderabad (AP), India invites *sealed* offers from reputed manufacturers or their authorized agents for the supply/ installation/ commissioning of the following items:

| Sl. No. | Name | Qty. | Ref. No. Mentioned on the top of cover | Bid Type | Tender Fees | EMD |
|--|--|---------|--|--|-------------|-----|
| 1 | Digital Multifunctional Printer Detailed Specification given at the end of this document | 1 No | NIAB/S&P/2013-14/71 | <u>Single Bid</u> Technical & Financial details in one cover Single bid means that the total offer/bid with EMD/TD fee (if applicable), all terms and conditions, price quote & technical literature etc., Required Formats enclosed in One Single Envelope | Rs 500 | NII |
| Please refer to the detailed specification & important points / clauses for the respective item at the end of this tender document | | | | | | |

| IMPORTANT POINTS | |
|--|--|
| TENDER FEES | RS 500 (Non - refundable) |
| MODE OF PAYMENT | Demand Draft of any nationalized/commercial bank --- DD must be enclosed along with the Quotation --- PLEASE MENTION FIRM NAME & CONTACT NO ,TENDER REF NO BACKSIDE OF DEMAND DRAFT |
| DD IN FAVOUR OF | National Institute of Animal Biotechnology payable at Hyderabad. |
| Tenders without TENDER FEES / EMD (if applicable) 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 | National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 4 th & 5 th Floors, Axis Clinicals Building, Opp. to Talkie Town, Miyapur, Hyderabad, Andhra Pradesh, India - 500 049 |
| Last Date & Time For Submission of Tender | 16/12/2013 Up to 2.00 pm |
| Date & Time For opening of Tender | 16/12/2013 on 2.30 pm |
| Place Of Opening | Store and Purchase section - NIAB OFFICE , Hyderabad |

IMPORTANT NOTE

PLEASE STRICTLY ADHERE TO THE DATES / TIMES MENTIONED IN THIS DOCUMENT

PLEASE FILL & ENCLOSE THE BRIEF SUMMARY OF QUOTATION & CHECKLIST PROVIDED WITH THIS DOCUMENT & ENCLOSE WITH YOUR BID. **OFFERS WITHOUT THIS SHALL BE SUMMARILY REJECTED** . Please read all points of tenders carefully.

The bids will be opened in the presence of representatives of tenderers, if any. In case of unscheduled holiday occurs on the date of submission/opening, then next working day shall be the prescribed date of submission/opening. Requests for postponement will not be entertained. Fax/email bids may not be accepted. Late/Delayed and tenders shall not be opened. Wrongly referenced / enclosed quotations and Unsigned (wherever signature required) bids will be rejected summarily. Please send your bids to the Stores & Purchase Officer at the address mentioned on the cover page.

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 as per Policy Of NIAB for which no claim from whomsoever will be entertained.

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

Terms & Conditions

1. The validity of the offer should not be less than **180** days.
2. For **imported items**, mention the price of the goods on FCA/FOB basis. The comparison of bids will be done on FOB/FCA basis. Notwithstanding obligations under latest applicable INCOTERMS FCA terms, those quoting FCA rates shall have to bear export country transportation, warehousing, and processing charges and reimburse the same to the associate of our freight forwarder in the exporting country. CIF/CIP rates for shipping items up to Hyderabad (India) should also be mentioned. Items are to be Packed, Marked & Labeled as per the international norms. Small individual boxes must be **palletized** for easy handling & movement. Therefore state packing/ forwarding/ documentation charges etc. (each one) separately, if applicable. **Where there is no mention of packing, forwarding, freight, insurance charges, such offers shall be summarily rejected as incomplete. Please also indicate approximate shipment (packed) weight & dimensions of the item quoted by you. Order shall normally be placed on FOB/FCA basis but Director NIAB reserves the right to place the order on CIF/CIP basis also.**
3. The Tender Document Cost, **if any**, should be enclosed in a separate envelop (within bid) containing DD, a letter on your Letter Head giving details of this DD and name of item/ description and other related details.
4. For **indigenous** supplies, payment will be made by Account payee cheque only, **after** receipt of the stores in good condition and installation. For **Imports** only LC or wire transfer payment terms **after receipt of material** and installation shall be accepted. Sight draft or Documents against Payment terms will not be accepted. LC charges outside India will be borne by the supplier. **Advance payment terms** will not be accepted.
5. In case the quotation is submitted by Indian Agent, the same must be accompanied by valid authorization letter from principals.
6. If the items are not covered under Open General License (OGL) of applicable EXIM POLICY, the same may also be mentioned clearly to obtain prior Special Import License (SIL) from DGFT; otherwise demurrage accrued due to delay in the clearance of consignment will be your responsibility.
7. A demand draft/banker's cheque TENDER FEES/ **EMD** must be enclosed with the Technical Bid and PHOTOCOPY of the same to be enclosed with PRICE BID. The EMD of unsuccessful bidders shall be returned after award of contract. All tenders received without TENDER FEES/ EMD shall be summarily rejected. **SSI Units** registered with NSIC who enjoy the exemption will **not** be **allowed exemption from Tender Document Fee & submission of Performance Bank Guarantee**. Firms registered with Govt. PSUs are not exempted from payment of EMD. **EMD DD is NOT to be clubbed with tender cost DD**.
8. Unconditional Performance Bank Guarantee (PBG) of 10% of order value will have to be submitted on the prescribed format, valid till 60 days after the warranty period from a scheduled bank within 21 days of the placement of order where payment is to be released on L/C or on delivery, failing which the contract shall be deemed as terminated. In cases where part payment is to be made on delivery & part on installation, the Performance BG shall have to be submitted at the time of release of final payment. EMD will be released on submission of the PBG. In case of delays in the shipment and or installation the validity period of the PBG will have to be suitably extended.
9. **Specifications** are basic essence of the product. It must be ensured that the offers are as per our specifications. Merely copying our specifications shall not make firms eligible for consideration. A quotation has to be supported with the printed technical literature (wherever applicable and available like in case of scientific items, misc. IT/Office products) and the specifications mentioned in the quotation must be reflected/ supported by such printed literature. Quoted/tendered item specifications should invariably be highlighted in the leaflet/literature for easy reference. **Please also make and attach with your quotation the technical compliance sheet as per the format given in Annexure I for proper evaluation at our end. In the event of any ambiguity/confusion on account of item specification/ description, the offer may be rejected without giving the quoting firm any opportunity for clarification/ negotiation. Accordingly technically unsuitable offers, offers not confirming to tender schedule or offers from defaulters etc. will also be rejected. However Purchaser may waive any minor informality/ deviation in specifications, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.**
10. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each

bid to the Bid Document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and Conditions of the Bid Document without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security/ Performance Security, Warranty, Pricing, Force Majeure, Applicable Law and Taxes & Duties will be deemed to be a material deviation. If a bid is not substantially responsive, it will be rejected summarily.

11. Please ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to DBT/CSIR Labs/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with your offer.
12. Enclose with your offer a certificate that the equipment is of latest technology and will not become obsolete soon and accessories & spare parts will be supplied as and when required. It may be confirmed that essential spare parts of this equipment are available in India with your Indian Agent along with the Engineer for after sale service of the equipment. **Please also specify the time period required for installation of the equipment after its receipt at NIAB is notified to you.**
13. **APPLICABLE LAW:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction Hyderabad.
14. The PRICE bid must mention the prices of all items asked for individually and then summed up at last i.e. package deal for all items which are essential for the system as per our tender. **Optional items asked for can be submitted separately in the PRICE bid.**
15. We may ask for the Inspection Report related to the value or packing condition etc. to be provided by the Agency nominated by us charges for which will have to be borne by you.
16. Pre-installation requisites (electrical/ floor/ space/ air-conditioning etc.) if any should invariably be mentioned clearly. Installation/ Training will be the full responsibility of the supplier/ Indian Agent.
17. If any short-shipment etc. is noticed, the same will be arranged immediately with all charges to this effect to be borne by supplier/ Indian agent.
18. **In case of indigenous supplies**, the goods should be insured against theft, loss or breakage during transit and Insurance charges should not exceed 1% of the cost of material supplied, the rates of Sales Tax, Excise Duty etc. (as applicable) should be clearly indicated. Form C & D is not applicable to us. **Being Research Institute, NIAB is registered with DSIR and is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996 and Excise duty vide 10/97-Central Excise dt 1/03/1997.**
19. **Printed conditions of the quotation shall not be binding on us.** Quotation must be clearly written or typed without any cutting or over-writing. All cutting/over-writings must be initialed and stamped.
20. All items should carry normal warranty period of at least one year / **as per specification** from date of installation. Therefore Warranty/Guarantee period should be mentioned clearly in the offer.
21. If the vendor has supplied identical or similar equipment to other DBT Institute the details of such supplies for the preceding three years shall be given together with the prices eventually or finally paid
22. Provide the list of users in India, particularly DBT institute /CSIR Laboratories, along with their complete address including fax, e-mail etc. Also enclose performance certificate, if available.
23. 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 Director, NIAB however reserves the right to use the discounted rate/rates considered workable and appropriate for counter offer to the successful tenderers. The final conditions of purchase order must be accepted and acknowledge by final selected supplier.
24. The acceptance of the quotation/offer will rest with the Director, NIAB, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received, or to waive off any condition without assigning any reason.

Annexure I

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

TECHNICAL COMPLIANCE SHEET FORMAT

| ITEM NAME | | | |
|------------------|------------------------------|--------------------------------|---------------------------------|
| Sl. No. | Tender Specifications | Bidder's Specifications | Remarks/Deviation If any |
| | | | |

(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.

Annexure II

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

DETAILS OF LOCAL (Hyderabad) / ANY OTHER SERVICE SUPPORT

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

CHECKLIST

| | | |
|----|---|--|
| 1. | Following are to be mentioned on the Main (Outer) Envelope <ul style="list-style-type: none">• Item Name• NIAB Reference No.• Last Date For Submission Of Tender• Date Of Opening Of Tender• Firm's Name & Address | |
| 2. | If applicable, TENDER FEES/ EMD is to be enclosed. Demand Draft(s) is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. | |
| 3. | Quotation to be duly signed and stamped by the Authorized & Competent Person. All Cuttings/ Over Writings are to be duly checked, initialed and stamped (If applicable). | |
| 4. | This full Notice Inviting Tender (NIT) should be printed and hard copy is to be submitted along with the BID. Tender Document with each page is to be duly signed by the Bidder as the token of acceptance. This Notice Inviting Tender (NIT) shall form part of the Tender Document. | |
| 5. | Please submit the following details: <u>Name & Address/ Contact details of Firm:</u> <u>PAN/ CST/ TAN:</u> <u>Last three years turnover (attached supportive documents)</u> <u>Supply the details of computers of Govt. Organization. Attach Purchase order copy.</u> | |

We have read and understood the tender terms and conditions. We assure to follow NIAB standard rules and procedures applicable for this tender process. The undersigned is competent to sign the tender document including this page on behalf of the quoting firm.

Date

(Name, Designation with Signature and Company Seal)

Annexure 1

Digital Multifunctional Printer (Print, Copy, Scan) - Quantity: 1

Print speed \cong 40 ppm

Print technology: Laser

Print quality: 1200 x 1200 dpi

Connectivity: Hi-Speed USB 2.0, Gigabit Ethernet 10/100/1000T network

Compatible operating systems: Windows 8, Windows 7, Windows Vista, Windows XP, Windows Server 2012 (64-bit), Mac OS X 10.6, OS X Lion, OS X Mountain Lion, Linux, UNIX

Memory \cong 2 GB

Paper handling input: 100-sheet multipurpose tray, two 250-sheet input trays, 500-sheet input tray, 1 x 500-sheet paper feeder with cabinet and stand

Paper handling output: 250-sheet output bin

Media sizes: A3, A4, A5, B4 (JIS), B5 (JIS), for Automatic Document Feeder: 76.2 x 127 to 312 x 469.9 mm, First Tray: 148 x 210 to 297 x 363 mm, Second Tray: 148 x 210 to 297 x 431 mm

Scanner type: Flatbed, ADF

Scan file format: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Scan resolution: 600 dpi

Maximum Scan size (flatbed, ADF): A3 Paper

Scan speed: 50 ppm (black and white), 30 ppm (colour)

Automatic document feeder capacity: 100 sheets

Digital sending features: Scan to e-mail, Save to Network Folder, Save to USB drive; Send to FTP, SMTP over SSL

File formats:

Digital Send: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Scan to USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Print from USB: PDF, PS, Print Ready files (.prn, .pcl, .cht)

Copy speed \cong 40 cpm

Copy resolution: 600 x 600 dpi

Copy reduce/enlarge settings ≅ 25 to 500%

Copies ≅ 10,000

Multitasking, Automatic Duplex printing, Automatic Duplex ADF scanning, Mobile printing, necessary certifications for energy saving, Hardware Installation Guide, Warranty guide, Printer documentation and software on CD-ROM, Power cord

Paper Stacking, Stapling and Punching facilities are preferable.

1 Year Warranty, plus 2 Years Extended Support (Next Business Day On-Site)

The system must fully support IPv6.