

## 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

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 www.niab.org.in



#### **Address**

D. No: 1-121/1,  $4^{th}$  &  $5^{th}$  Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India – 500049

#### TENDER / BID DOCUMENT

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

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

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

SN	Name of item	Qty.	Tender No Put this Ref. No. on the top of cover	Bid Type
1	Desktop Computers (i3 & i7, Qty: 10 Nos of	Total 20 Nos	NIAB/SP/2016-17/06	SINGLE
	each as per specification mentioned in Annexure - 1 & 2 in Chapter- 4)	201103		<u>Bid</u>
	<b>Details, specification mentioned in Chapter 4</b>			

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD		
TENDER FEES (NON - REFUNDABLE)	Rs 500/-	(if applicable) will be rejected.		
MODE OF PAYMENT OF EMD/FEES	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	National Institute of Animal Biotechnology payable at Hyderabad.			
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 <sup>th</sup> Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana, India - 500 049			
LAST DATE & TIME FOR SUBMISSION	01-03-2017 up to 14.00 hrs	Please strictly adhere to the dates / times		
DATE & TIME FOR OPENING OF TENDER	01-03-2017 at 14.30 hrs	mentioned in this document.		
PLACE OF OPENING	Store and Purchase section - NIAB	, Hyderabad		
No Pre-Bid meeting. (Contact information given at the end of document for queries (if any) about tender.				

The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email santosh@niab.org.in, spm@niab.org.in
sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.

#### BID DOCUMENTS CHAPTERS

**Chapter 1: Application Form to be submitted with Quotation.** 

**Chapter 2: Important Terms and Condition** 

**Chapter 3:** Standard Forms, (To be submitted by the bidders)

**Chapter 4: Specifications / Scope Of Work** 

Please refer to the detailed specifications & important points / clauses / terms and conditions mentioned in this document as per above chapters. Please read all points of BID Document very carefully before submission of your bid.

# This Tender/Bid shall be submitted in Single Bid

Single bid means total offer/bid/Quotation with EMD / Tender Fees (if applicable), all terms and conditions, price quote & technical literature/details etc. required formats in and as one single document & in One Single Envelope.

Please Check and submit all forms and formats to be submitted with quotations as per chapter No 3. Offers/BID without this shall be summarily rejected.

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/Committee recommendations of NIAB for which no claim from whomsoever will be entertained.

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

# **Chapter 1: Application Form to be submitted with Quotation.**

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

	APPLICATION FO	ORM FOR NIAB TENDER	
	TENDER NO - NIAB/S	SP/2016-17/06 dt 14-02-2017	
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 03 years		
	At No. 1	(Proof to be attached	i)
4	Sales Tax registration Number	n3)	
	Permanent Account Number		
	VAT/TIN Number		
	Convice toy Designation Details		
	Service tax Registration Details		
		(Proof to be attached	)
5	Certificate of Authorized distributors of the products is submitted?	Yes / No	
		(Proof to be attached	)
6	Reference with contact details of Two Customers where this item / similar line of research instrument/scientific equipment has been sold is submitted.	Yes / No  (Proof to be attached)	•
7	All the forms (FORM NO 1 to 5 as per chapter 03 with this main application form and price schedule A&B) required as per the tenders are submitted on letter head of the firm.	Yes / No	
The ab		t is found incorrect/false, my participation in this tender wi	:11
oc can	concu.	Competent Authority to sign: Name, Designation: Date with stamp & seal of organisation:	
		Date with stamp of boar of organisation.	

## **Chapter 2: Important Terms and Condition**

- 1. The rate quoted must be inclusive of all taxes and other charges up to NIAB /CIP, Hyderabad. Firm must have past experience of supply of same items/service as per this tender requirement. **Proof of the same is required.**
- 2. Please <u>read following points</u> before preparing Price Bid /Quotation and submit your quotation along with PRICE SCHEDULE 'A' & PRICE SCHEDULE 'B' after considering all the points.

Please read following points before preparing Price Bid /Quotation and submit your price						
inclu	iding PRICE SC	CHEDULE 'A' & PRICE SCHEDULE 'B' after considering all the po	ints.			
SN	Point	Description	Point Noted & complied in Price Bid.			
			Mark √			
1	Price Breakup	The Bidder shall indicate the unit prices, discounts rate / percentage and total bid prices of the goods it proposes to supply. All breaks up of price incl Packing, Transportation, Taxes, incidental expenses must be given up to satisfactory installation in NIAB premise.				
		Vague terms like "packing, forwarding, transportation, taxes 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.	☐ Point Noted for Bid			
		Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.	Preparation			
2	Quote for Complete item set up / functioning required as per specification.	Item 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. It should not be included in optional.				
3	Optional accessories / PC /UPS /stabilizer if any	The cost of accessories in optional should be quoted separately. List of all optional accessories with detail specification must be given with List price & discount.	☐ Point			
4	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.	Bid Preparation			
5	For indigenous Items OR goods of foreign origin to be supplied in Indian currency	Ex-factory / Ex-warehouse //Ex-showroom /Off-the shelf Excise Duty (if any) [%age & value] Sales Tax/ VAT (if any) [%age & value] Transportation, loading/unloading and incidental costs till NIAB site Insurance charges (if any with period cover) Incidental services (including installation & commissioning, and training) at NIAB site	□ Point Noted for Bid Preparation			
6	Taxes, Custom duties etc.	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	□ Point Noted for Bid			
		issue any 'Form C' or 'Form D'.  Custom bonded warehouse price should be quoted in case of imported item quoting INR. Instrument quoted should be complete in all respects. 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.	Preparation			

7	Bid Validity	The Bid should be valid for at least 180 days.				
8	Comprehensive	The charges for Annual CMC after warranty shall be quoted separately as per				
	WARRANTY	price schedule 'B'.				
	& AMC	Standard Warranty period must be quoted by firm otherwise it will be				
		taken/assumed as 12 Months. Please quote for Extra Warranty After				
		completion of standard warranty period. The Warrantee should be comprehensive and on site.				
		Do not club the cost of extra warranty in main item cost				
		otherwise your bid will be rejected. The total cost of				
		requirement/item/service to be purchased is main criteria for				
		evaluation irrespective of different standard warranty period	□ Point			
		offered in any. The purchase of Additional warranty /CMC is at	Noted for			
		sole discretion of institute and not mandatory for comparison in	Bid			
		case of standard warranty period differs.	Preparation			
		➤ The cost of Annual Maintenance Contract (AMC) which includes				
		preventive maintenance including testing & calibration as per				
		technical/service/ operational manual and labour, after satisfactory				
		completion of warranty period may be quoted for next 3 (or as specified)				
		years on yearly basis for complete equipment.				
		The cost of CMC may be quoted along with taxes applicable on the date				
		of Tender opening. The taxes to be paid extra, to be specifically stated. In				
		the absence of any such stipulation the price will be taken inclusive of				
		such taxes and no claim for the same will be entertained later.				
		Cost of CMC will be added for ranking/evaluation purpose.  The partial working warranty will be 08% on 24 (brs) v. 7 (days) v. 265 (days).				
		The uptime warranty will be 98% on 24 (hrs) x 7 (days) x 365 (days) basis.				
		The stipulation in technical specification will supersede above provision.				
		The supplier shall keep sufficient stock of spares required during				
		comprehensive maintenance contract period. In case the spares are				
		required to be imported, it would be the responsibility of the supplier to				
		import and get them custom cleared and pay all necessary duties.				
9	For Imported					
	items	FOB price at sea/airport of Lading				
		Insurance (Warehouse to warehouse basis )	□ Point			
		Freight CIP by Air/Sea at the port of Entry ( Hyderabad)	Noted for			
		If possible DDP value may please be quoted with consideration of Custom Duty	Bid			
		amount as % of Net CIP (amount with CDEC as applicable) & Custom Clearance	Preparation			
		& Handling charges, incidental charges till satisfactory installation up to NIAB.	·			
		The purchaser can place the order on FOB/ CIP or DDP basis.				
		Export Packing, Loading Charges, and Inland Freight etc. In the shipper country				
		will have to be paid by the Supplier. 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. 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 in case of FOB order. 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.				
		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.				
		CIF/CIP rates for shipping items up to Hyderabad (India) preferably through AIR				
		INDIA should also be mentioned. 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.				
		BOVE POINTS BEFORE PREPARING PRICE BID /QUOTAT				
CIII	DMIT THE SAN	AF ALONG WITH PRICE SCHEDILLE 'A' & PRICE SCHEL	THE (D)			

PLEASE READ ABOVE POINTS BEFORE PREPARING PRICE BID /QUOTATION AND SUBMIT THE SAME ALONG WITH PRICE SCHEDULE 'A' & PRICE SCHEDULE 'B' GIVEN BELOW AFTER CAREFULLY READING /CONSIDERING ALL THE POINTS.

#### PRICE SCHEDULE 'A' To be attached along with your main quotation

SI.No	Description	Qty	Unit	Each unit Price	Total Price

\*

#### PRICE SCHEDULE 'B'

To be attached along with your main quotation

#### WARRANTY

,,,====================================			
Name of item:-			
Qty:-			
STANDARD WARRANTY AS PER BID SUBMITTED	YEAR	/ YEARS	
Extra Warranty		Cost in RS (Incl	Remark if any
After completion of standard warranty		all)	Ţ
Extra warranty for 1 st year After completion of standard warranty			
Extra warranty for 2 <sup>nd</sup> year After completion of standard warranty			
Extra warranty for 3 <sup>rd</sup> year After completion of standard warranty			

#### **AMC**

Name of item		
Qty		
EXTRA AMC	Cost in RS (Incl all)	Remark if any
After completion of warranty period		
1st yr of AMC		
2 <sup>nd</sup> yr of AMC		
3 <sup>rd</sup> yr of AMC		

#### DECLARATION TO BE SUBMITTED WITH BID

I /We the undersigned have read and considered all the above points carefully as per Chapter -2 before preparing the price bid and noted all the points. The price bid will be prepared considering all the above points. The best possible break up of all the prices unit and total up to delivery and installation of the item in tender up to NIAB premise / location for delivery , standard & Extra Warranty , AMC will be mentioned in price bid.

Prices quoted shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

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

#### **Chapter 3:** Standard Forms, (To be submitted by the bidders)

#### (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 contact, 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/PO as per NIAB policy/format of PBG and warranty-guarantee as per tender specification or as per contract/PO if awarded.

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,
Missey Hedgebed Talescop Letter 500 040

Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

Please find attached technical	l compliance statement as requi	red vide this Tender No	o dt	·
Con the item				

Sr No.	Specifications	Specifications	Compliance (Yes/No)	(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	FORM -3 form must be submitted on firm letterhead and in original								
				DETAILS O	F LOCAL / ANY O	THER SERVICE SUPPO	<u>RT</u>		
Name Phone Office	/Fax/Email Hours :-	al /I: :-	n charge Pe	erson/Qualifica					
Servic	e Facilities	/list	of similar	type equipmen	it's serviced in th	e past 3 years:-			
	Competent Authority to sign: Name, Designation: Date with stamp & seal of organisation:								
FORM	[ -4			form n	nust be submitted or	n firm letterhead and in orig	ginal		
			<u>PEI</u>	RFORMANCE S	TATEMENT/ CLII	ENTELE /LIST OF USE	<u>R</u>		
Nationa D. No. Axis Cl	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			with our list	of clients to who	m we have supplied	the same/similar ITEM	S as required vide this Ten	der No	
		& of	Order No. and date	Description of work	Date of delivery as per Contract/Actual	Date of installation/completion of work	Contact Person along with Tel. NO., Fax No. & e-mail address		
						Competent Authority to s Name, Designation: Date with stamp & seal of			
Note:-F	Please provide	detai	ils of at least l	last 3 yrs with sup	porting documents if	f any.			
FORM	[ -5			form m	ust be submitted on j	firm letterhead and in origi	inal		
				MANUF	'ACTURERS' AUT	<u>HORIZATION</u>			
D. No. Axis Cl	rector, al Institute of A 1-121/1, 4th & linicals Buildin nr, Hyderabad,	z 5th ng, C	Floors, Opp. to Talkie	Town,					
Sir,									
							the equipment having factor		
Agent)	on our behalf	_ (ad to su	dress of factorial dress of fact	ory) do hereby aut legotiate and recei	horize M/s ve the order from yo	u against your tender No	(Name and add dt		
				arantee and warrante firm as per this to		s and Conditions of the above	ve Tender/PO (issued if any)	for the	
						Competent Authority to	zian:		

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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.

Name, Designation:

Date with stamp & seal of organisation:

# (Attach this page with your quotation) 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 <b>Enclosed</b>	
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 (FORM NO 1 to 5 with main application form and price	
	schedule A&B) required as per the tenders are submitted on letter head of	
	the firm.	

#### **DECLARATION BY BID SUBMITTING FIRM**

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 NIAB standard terms/policy of procurement as well as 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:

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 )

Please take print of this full tender Document and submit this duly signed & stamped each page of this document as a token of acceptance of its conditions with above declaration and submit along with your quotation/bid

## **Chapter 4: SPECIFICATIONS / SCOPE OF WORK**

# <u> Annexure -1</u>

Annexure - 1

Quantity: 10

Processor: Intel® 6th Gen Intel® Core<sup>TM</sup> i3 (6100)

Operating System: Windows 7 Professional 64 bit (English)

Memory: 4GB (1x4G) 1600MHz DDR3L

Chipset: Intel® H110 Chipset

Video Card: Intel® Integrated Graphics

Hard Drive: 500 GB (approx.) Solid State Drive SATA hard drive

Connectivity: Integrated Intel® Ethernet LAN 10/100/1000

Warranty: 5-year Next Business Day On Site Service

Chassis: Minitower

Monitor: LED In-Plane switching Technology (anti glare) with resolution of 1280 x 1024 at 60Hz,

19 inch (approx.) Diagonal Size and Aspect Ratio of 5:4 (1 VGA)

I/O Ports: 4 – USB 3.0 (2 front/2 rear); 4 – USB 2.0 (2 front/2 rear); 1 RJ-45; 1 Display Port;

HDMI; VGA

USB Keyboard, USB Optical Mouse, Internal Audio, Internal CD/DVD RW

The supplied product/software is to be in full compliance with the licensing requirements and can

be used by NIAB's employees/computer systems as required by the prevalent laws.

## **Annexure -2**

Annerure -2

Quantity: 10

Processor: Intel® Core<sup>TM</sup> i7 (4770S)

Operating System: Windows® 7 Professional 64 bit (English)

Memory: 8 GB (2x4 GB) 1600MHz DDR3 Non-ECC

Chipset: Intel® Q87 Express Chipset

Video Card: Integrated Intel® HD Graphics 4600

Hard Drive: 1 TB SATA hard drive (7200RPM)

Connectivity: Integrated Intel® I217LM Ethernet LAN 10/100/1000

Warranty: 5-year Next Business Day On Site Service

Chassis: Minitower

Monitor: LED Widescreen Flat Panel Display (anti glare) with Optimal resolution of 1920 x 1080

at 60 Hz, 24 inch (approx.) Diagonal Size and Aspect Ratio of 16:9 (1 VGA)

I/O Ports: 4 External USB 3.0 ports (2 front, 2 rear) and 6 External USB 2.0 ports (2 front, 4 rear);

1 RJ-45; 1 Serial; 1 VGA; 2 DisplayPort; 2 Line-in (stereo/microphone), 2 Line-out

(headphone/speaker)

USB Keyboard, USB Optical Mouse, Internal Audio, Internal CD/DVD RW

The supplied product/software is to be in full compliance with the licensing requirements and can be used by NIAB's employees/computer systems as required by the prevalent laws.