



MAHATMA GANDHI UNIVERSITY

(Estd. By Kerala Legislature vide Notification No.3431/Leg.C1/85/Law dt.17.4.1985)

SCHOOL OF BIOSCIENCES

KOTTAYAM – 686560. Ph: 0481 –2731035

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TENDER NOTICE (TWO BID SYSTEM)

TENDER NOTICE No: **SBS/2/Misc/AH-1/16-17.**

Separate sealed tenders are invited from reputed firms and their authorized dealers to supply “**Essential Equipments for Animal Experimentation House**” to the School of Biosciences, Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam.

Equipments:-

01. SMALL ANIMAL OPERATING TABLE
02. EUTHANASIA CHAMBER
03. ANIMAL WATER FEEDING BOTTLE
04. DISSECTION TRAY WITH DISSECTION KIT
05. ANIMAL INCINERATOR
06. AUTOCLAVE

Blank Tender Forms for the above items along with details given below which can be downloaded as such. Completed tenders along with Tender fee Rs.500/- (by way of Demand draft in favour of Director, School of Biosciences, payable at SBT Mahatma Gandhi University campus) and Treasury Challan of VAT payment (of Tender Cost) should be submitted to the Director, School of Biosciences, Mahatma Gandhi University, Kottayam-686560, Kerala.

Last date for submission of completed Tenders : 02nd June 2016
Closing of acceptance of completed Tenders : 02nd June 2016 05:00 P.M.
Date of opening of Technical Bid : 06th June 2016 11:00 A.M.
Date of opening of Financial Bid : 08th June 2016 11:00 A.M.

P.D.Hills
19.05.2016

Sd/-
DIRECTOR
School of Biosciences

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ANNEXURE I: ELIGIBILITY CRITERIA GENERAL TERMS & CONDITIONS:

Separate sealed tenders (for each item) are invited from reputed firms and their authorized dealers to supply “Laboratory Equipments” to the School of Biosciences, Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam.

1. GENERAL TERMS & CONDITIONS:

- i. Separate tender (for each item) along with separate tender fee, separate EMD and separate sets of all other necessary documents should be submitted for each instrument. The main envelop should be superscribed: **“Tender for the Supply of Essential Equipments for Animal Experimentation House to the School of Biosciences, Mahatma Gandhi University, Kottayam”**. Last date of submission 02nd June 2016 and Date of Opening of Technical Bid: 06th June 2016 11:00 A.M. in the office of the Director, School of Biosciences, Mahatma Gandhi University, Kottayam
- ii. For those bidders submitting tenders for more than one instrument, separate applications for each instrument (Technical Bid and Financial Bid separately) must be placed in individual sealed envelopes and these envelops must be placed inside a bigger envelope.
- iii. The tender must be accompanied with nonrefundable application fee of Rs. 500/- with the Treasury Challan of VAT paid for the Tender Cost.
- iv. Tenders must accompany a copy of the “Eligibility Criteria and General Terms and Conditions” section of this document, signed and stamped on each page indicating that they agree to these.
- v. Last date of submission of tender along with requisite fee, EMD and all documents is 02nd June 2016.
- vi. The DDs for application fee and EMD or any other must be drawn in of favour of the Director, School of Biosciences, Mahatma Gandhi University, Kottayam, payable at SBT Mahatma Gandhi University campus branch.
- vii. The date of tender opening will be as per the following:
 - a. Date of opening of Technical Bid: 06th June 2016 11:00 A.M. in the office of the Director, School of Biosciences, Mahatma Gandhi University, Kottayam.
 - b. Date of opening of Financial Bid: 08th June 2016 11:00 A.M. in the office of the Director, School of Biosciences, Mahatma Gandhi University, Kottayam.
- viii. Electronic submission of documents (by facsimile, email and so on) is not acceptable.
- ix. If the last date of submission is declared holiday in Mahatma Gandhi University, Kottayam (in exceptional cases), the date of submission and tender opening will be next working days, respectively.
- x. Validity of tenders shall be 3 months from the last date of submission of the tenders.
- xi. Place of delivery of the completed tender is the office of the Director, School of Biosciences, Mahatma Gandhi University, Kottayam., and is the sole liability of the supplier only.
- xii. The Director, School of Biosciences, Mahatma Gandhi University, Kottayam reserves the right to accept/reject any or all the tenders at any time without assigning any reason.
- xiii. The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected.
- xiv. Other terms & conditions specific for different instruments must be complied with tender form.
- xv. Financial bid and Technical compliance sheet for each instrument should be strictly as per tender format, and signed on each page.
- xvi. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
- xvii. Availability of Spares: The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares and servicing of instrument for at least 10 years. Supplier should give an undertaking that spares/parts will be supplied within the specified periods as and when ordered.
- xviii. Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied.

Bidder's name, signature and seal:

2. PREPARATION OF TENDER:

- i. The tender no.(mentioned on top) and due date should invariably be superscripted on the envelop cover.
- ii. The proposals shall be submitted in two parts, viz. **TECHNICAL BID** and **FINANCIAL BID** in **two separate sealed envelopes (with respective marking superscripted in bold).**
- iii. The first envelope (envelope 1) marked "Technical bid" should include the technical specifications of only one model. The first envelope **should not** contain any cost information whatsoever. The Demand Draft for Tender Cost and the Treasury Challan of VAT paid should be included in this cover.
- iv. The second envelope (envelope 2) marked "Financial bid" **should contain** the detailed price offer in prescribed format (inclusive of tax if any). The Demand Draft for EMD should be included in this cover.
- v. Both the sealed envelopes Technical bid and Financial bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone number and other contact details for further correspondence.
- vi. **Only those tenders qualified in technical evaluation will be considered for financial evaluations.** The price envelops of others will not be considered. At second stage, financial bids of only technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
- vii. The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.
- viii. **The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.**

3. DELIVERY OF TENDER

- i. All tender documents should be addressed to the Director, School of Bioscience Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam- 686 560, Kerala, India.
- ii. Tenders duly sealed and sent only by registered post/courier will be considered. **No tender delivered by hand/electronically will be accepted.**
- iii. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.

4. OPENING OF TENDERS

- i. Unless otherwise preponed, or postponed with advance intimation to the tenderers, tender will be opened in two stages in The office of the Director, School of Biosciences, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India on the date and time indicated in first page of the instruction sheet of this tender document.
- ii. TENDER FORM PART-I (TECHNICAL BID) of the tender will be opened at the first stage on the due date and time indicated for opening in the instruction sheet of this tender document while the TENDER FORM PART-II (FINANCIAL BID) will be opened at the second stage on the due date and time indicated for opening in the instruction sheet of this tender document after completion of the evaluation of the Techno-commercial part (Part-I) of the tender.
- iii. While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of PART-I (TECHNICAL BID) of the tender on the due date and time indicated in the instruction sheet of this tender document, opening of the PART-II (FINANCIAL BID) of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by Fax/Telegram/Letter/e-mail etc

Bidder's name, signature and seal:

- iv. The tenderers whose TECHNICAL BID (Part-I) are found suitable/acceptable to the Purchaser, will be intimated to participate in the opening of the FINANCIAL BID (Part-II) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening FINANCIAL BID (Part-II) of the tender nor will they be permitted to participate in the opening of the same. FINANCIAL BID (Part-II) of the technically disqualified tenderers will not be opened
- v. The tenderers who wish to participate in the opening of the tenders may depute their representatives to 'The office of the Director, School of Biosciences, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India on the respective due date, time and venue as indicated in the instruction sheet of this tender document with an authority letter addressed to the Director, School of School of Biosciences, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India which should be produced to the officers who are opening the tenders, on demand, to prove the bonafides of the representatives who participate in the opening of the tender. In case the representative of the tenderer fails to produce such an authority letter on behalf of the tenderer, he will be debarred from participating in the opening of the tenders.
- vi. The tenderer's representative, who reaches the venue of the tender opening late, i.e. after the starting time specified for opening of the tenders, will not be allowed to take part in the tender opening. **It should be noted that only one representative of each tenderer will be permitted to participate in the tender opening.**

5. EVALUATION OF BIDS RECEIVED:

- i. The office of the Director, School of Biosciences, Mahatma Gandhi University has the full right to evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract. Any decision by the Director in this regard will be final.
- ii. No legally enforceable right is vested in the quoted party merely because it was ostensibly the lowest bidder

6. BID SECURITY

- i. Earnest money of 2.5 percent of the estimated value will be taken from the prospective bidders in case of limited/advertised tender in the form of Account payee Demand Draft, Bankers cheque or a Bank Guarantee from a commercial bank. Suppliers registered with Director General of Supplies & Disposals (DGS&D), National Small Industries Corporation (NSIC), Govt. approved sources are exempted. Tender without EMD/document for exemption from EMD, will be considered unresponsive and rejected.

7. PERFORMANCE SECURITY

- i. For contracts above value of Rs.1.00 lac, performance security of 10 percent of the value of contract is to be obtained from the successful bidder, awarded the contract, in the form of Bank Guarantee or Fixed Deposit (with a lien to the Director, School of Biosciences, Mahatma Gandhi University) from a commercial bank which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Performance security will be forfeited and credited to the Institute in the event of breach of contractual obligation by the supplier, in terms of relevant contract
- ii. Bid Security will be refunded to the successful bidder on receipt of performance security. The institute will pay no interest for the deposit.

Bidder's name, signature and seal:

8. DELIVERY, INSTALLATION AND WORK COMPLETION

- i. The delivery of the material will be made within stipulated time/period as given in the supply/work award letter which otherwise will attract penalty. In case of imported item, the supplier/their Indian Agent will be responsible for delivery of the material from the place of discharge of material to final point and installation thereat (Laboratory, School of Biosciences, Mahatma Gandhi University Campus, Priyadarshini Hills PO, Athirampuzha, Kottayam).

9. PRICE AND DELIVERY

- i. The prices quoted must be net per unit, inclusive of all charges F.O.R. C.I.P Cochin
- ii. The prices quoted must be FIRM and preference will be given to such tenders. In exceptional cases (e.g. items involving substantial use of raw materials susceptible to sharp fluctuation in prices) if prices are quoted subject to variation it shall be on the basis of a standard Price Variation Formula. The basis for calculation shall be very clearly stated. Here again preference will be given to the tenders with a specific ceiling on escalation.
- iii. All other charges including VAT/CST, Excise Duty and other levies payable by C.I.P should be clearly indicated otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid.
- iv. The Excise Duty component (with percentage) should be indicated, as the University is exempted from the payment of Custom/Excise Duty. Exemption will be availed by providing Custom/Excise Duty Exemption Certificate with order.
- v. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
- vi. The manufacturers' original printed (not photocopied) literature/catalogue/drawing/user's list in respect of range of product being quoted should also be submitted with the offer.
- vii. In case the rates are being offered by the dealer/stockist, a certificate from the manufacturer in original about the authorization of dealership/stockiest-ship and to quote rates on their behalf be furnished with the offer along with a certificate from the manufacturer that for the material supplied through the authorized dealer/stockiest, they will be responsible for its quality and guarantee/warranty.
- viii. The supply of items of approved specifications shall have to be made strictly as per given delivery schedule on placement of order, failing which the material will be rejected and returned at the expenses of the supplier.
- ix. The firms shall be required to arrange demonstration of the offered item if required by the University.

10. PAYMENT

Proforma Invoice of the manufacturer should be enclosed along with complete terms & conditions. The terms of payment will be Letter of Credit (L.C.) on C.I.P. basis as under:

- i. L.C. will be opened for 100% amount and shall be bifurcated in the following manner:
 - a.L.C. for 90% of the cost of material, which shall be released by the bank on proof of dispatch of goods in good condition.
 - b. The 10% amount against L.C. of the cost of material shall be released by bank on satisfactory installation, commissioning of the instrument, deposition of performance warranty and/or security -if any- and all required documents on subsequent intimation by the office to the bank to this effect

Bidder's name, signature and seal:

11. WARRANTY

- i. Any defective goods supplied should be replaced or repaired by the supplier free of charge. Delivery of goods and its installation at School of Biosciences, Mahatma Gandhi University, Kottayam during part repair/replacement should be free of charge. **A warranty certificate declaring these points must be supplied with the technical bid.**

12. MAINTENANCE CONTRACT

The instrument or machinery is to be maintained free of charge by the supplier during warranty period (3 years) or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered, being the price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or services.

13. SALES TAX REGISTRATION CERTIFICATE

- i. Tender applications must be accompanied by duly attested Photostat copy of the sales tax declaration to the effect that the firm is registered under the Sales Tax Department.

14. INCOME TAX

- i. Photostat copy of the latest income tax clearance certificate and a copy of PAN should be provided.

15. CUSTOM DUTY & EXCISE DUTY EXEMPTION

- i. Our Institute is registered with the Department of Scientific & Industrial Research (DSIR) for purposes of availing customs duty exemption. The certificates will be made available.

16. INSURANCE

- i. The goods supplied shall be fully insured in Indian rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be valid for a period of not less than 3 months after installation and commissioning.

Bidder's name, signature and seal:

ANNEXURE II: TENDER FORM PART-I (TECHNICAL BID)

PART-I (TECHNICAL BID) OF TENDER NO: **SBS/2/Misc/AH-1/16-17 dated 19.05.2016**

Last date for receipt: **02nd June 2016**

Due date for opening Part –I (TECHNICAL BID): **06th June 2016 11:00 A.M.**

Tenderer's Offer No:

Date:

From,

M/s.
.....
.....

To,

The Director,
School of Biosciences, Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560
Kerala, India.

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Two-Part Tender and General Conditions of Contract and Special Conditions of Contracts contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE III of the tender document and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the ANNEXURE I of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 90 days from the date of opening of Part-II (Financial bid) of the tender

Deviations to Technical specifications contained in ANNEXURE IV to XXVII of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE I are detailed in ANNEXURE-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as Financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Thanking you,

Yours faithfully,

Stamp and Signature of the Tenderer

ANNEXURE III: TENDER FORM PART-II (FINANCIAL BID)

PART-II (FINANCIAL BID) OF TENDER NO: **SBS/2/Misc/AH-1/16-17 dated 19.05.2016**

Last date for receipt: **02nd June 2016**

Due date for opening Part –I (FINANCIAL BID): **08th June 2016 11:00 A.M.**

Tenderer's Offer No:

Date:

From,

M/s.
.....
.....

To,

The Director,
School of Biosciences, Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560
Kerala, India..

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in Part-I (TECHNICAL BID) of our tender are indicated in the format at ANNEXURE - B to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 90 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Thanking you,

Yours faithfully,

Stamp and Signature of the Tenderer

**ANNEXURE IV : TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET
FOR EQUIPMENT: SMALL ANIMAL OPERATING TABLE**

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<ul style="list-style-type: none"> • Movable with the help of handle and wheel • Preferably 23 X 33 cm stainless steel table top with drainage system • Light source with adjustable height and angle • Provision for holding a rod for hanging infusion • 3 year warranty 	02	

Bidder’s name, signature and seal:

ANNEXURE V

**: TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET
FOR EQUIPMENT: EUTHANASIA CHAMBER**

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<ul style="list-style-type: none">• Should operate on CO₂ gas• Preferably with a 8" x 12" viewing window on top,• 5 feet of hose with fittings to connect to a regulator• Size: 14" x 14" x 38".• 3 year warranty	02	

Bidder's name, signature and seal:

**ANNEXURE VI : TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET
FOR EQUIPMENT: ANIMAL WATER FEEDING BOTTLE**

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<ul style="list-style-type: none"> • Polypropylene bottle (500 ml) • Leakage proof • Preferably Vacuum style without balls • 3 year warranty 	50	

Bidder’s name, signature and seal:

**ANNEXURE VII : TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET
FOR EQUIPMENT: DISSECTION TRAY WITH DISSECTION KIT**

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<p>Should contain:-</p> <ul style="list-style-type: none"> • 16X60 mm tray • Scalpel Handle No. 3 • Scalpel Blades No. 10, Sterile • Eye Scissors, 11.5 cm Curved, Special Cut • Universal Clothing Scissors • Blumenthal Bone Rongeurs, Curved, 15.5 cm • Operating Scissors, 14.5 cm, Sharp/Blunt, Straight • Kuehne Cover Glass Forceps, 10 cm, Angled • Jeweller's Forceps No. 5, 11 cm with Extra Delicate Points • Probe 14.5 cm Double Ended, 1 mm Diameter • 3 year warranty 	02	

Bidder's name, signature and seal:

**ANNEXURE VIII : TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET
FOR EQUIPMENT: ANIMAL INCINERATOR**

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<ul style="list-style-type: none"> • controlled air incinerator • provide optimal combustion conditions for different waste types • should have a secondary chamber with afterburner for the re-burn of harmful emissions with a 2 second retention time • Capacity – 50-100 kg • Size approximately 1500mm (l)X5000mm (h)X1000mm (w) • 3 year warranty 	01	

Bidder’s name, signature and seal:

ANNEXURE IX : TECHNICAL SPECIFICATION AND TECHNICAL COMPLIANCE SHEET FOR EQUIPMENT: AUTOCLAVE

Specifications	Quantity	Complies/Not Complies (Do not write “as per quotation”)
<ul style="list-style-type: none"> • Fully Automatic • Top loading • Working chamber capacity -50 to 60 ltr. • Single liver lock system and opening lid with silicone gasket. (should be sturdy) • Microprocessor based control system. • Inner chamber and lid (stainless steel). • Outer chamber stainless steel (316 CE Certified)/ MS duly heat cured epoxy coated. • Low water detection • Safety valve for over pressure. • Pressure interlock lid. • Over temperature safety cut out. • Display – Temperature, pressure, time • Temperature – Above 121 ° C. • Pressure – Above 15 lbs. • 3 year warranty for instrument 	01	

Bidder’s name, signature and seal:

ANNEXURE X : CHECK LIST

(TO BE FILLED IN COMPLETELY & PLACED ALONGWITH TECHNICAL BID)

SI No	Points to be verified	Yes/No
1	Technical specification compliance sheet	
2	Tender fee	
3	EMD	
4	Photocopy of PAN and TAN card	
5	User list and certificates issued by clients	
6	Copy of income tax return certificate	
7	All other certificates as asked in tender document a) Spare part availability certificate b) Certificate indicating country of manufacture c) Sales tax registration certificate d) Copy of “Eligibility Criteria and General Terms and Conditions” signed and stamped on each page	

Bidder’s name, signature and seal:

Place:

Date:

Signature of Authorized Person
Designation

Seal