



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER)**  
Sector 67, S.A.S. Nagar (Mohali)  
Telephone No. 2214682-87, Fax No. 0172-2214692

No. NIQ7/2018/15733/

Dated: 10.08.2018

### **NOTICE INVITING QUOTATION**

Quotations are invited two system for the items as detailed below:-

NIQ.No.	Description of Materials	Qty	Article Specification
15733	<b>Gel Transfer</b>	1	Nature of instrument Semi-dry No. of gel to be transferred Minimum of 4 Electrode size (cm) 21X16 or more Required buffer volume Minimal to facilitate transfer successfully Safety Instrument should have safety features

Yours faithfully

**AR (S &P)**

**Note : The quotations should be submitted in two bids system only**

## **PART – I : TECHNICAL BID**

1. On behalf of the Director, National Institute of Pharmaceutical Education & Research, Mohali sealed tenders are invited for **GEL Transfer** . The terms and conditions of the contract which govern the contract to be made are those contained in the General Conditions of Contract applicable to the contract placed by the NIPER / GoI and the other terms & conditions detailed in this tender form and its schedules. Please submit your tenders if you are in a position to provide the requisite supplies & installation in accordance with the requirements stated in the attached schedule.
2. The quotations are to be kept in a sealed cover super-scribing on the envelope “**GEL Transfer**” and also “**Not to be Opened before 03.09.2018**”. addressed to Director, NIPER. The quotation must be accompanied by a forwarding on letter head of your company mentioning (I) Name of Equipment, (II) reference of this letter and (III) dated of opening of Quotation. Your quotation should be deposited in **TENDER BOX** located at Ist Floor Administrative Bhawan, of NIPER on before **03.09.2018 till 3.00 P.M.** and will be opened on the same day i.e. on **03.09.2018 at 3:30 P.M.** in the Conference Room on the first floor of Administrative Bhawan on NIPER in the presence of tenderers, whosoever may wish to be present. The institute shall not be responsible for any postal delays and quotations received after the stipulated date & time shall be summarily rejected. Quotations through FAX / E-Mail will not be entertained
3. The quotations should be submitted in two bids with the following documents: firm details, turnover, experience of working with govt. departments, Service Tax Registration (if applicable), PAN / TIN details, **Mandatory Check –list** as per Schedule – I, etc. (**Technical Bid-II**) & rates for providing the services in the format as prescribed in Schedule – III (**Financial bid**). Both Technical Bid & Financial Bid shall be sealed separately in two different envelopes and should be clearly superscribed as to which envelope contains the Technical Bid and which one the Financial Bid. Both these sealed envelopes should than be sealed in a bigger envelope (outer cover). Tenders can be sent by Hand / Registered Post / Courier but the Institute will not be liable for late receipt of tenders due to postal delay or any other reasons. Cuttings or corrections in the tender document shall be verified by initializing and putting date
4. This institute is exempted from payment of Custom Duty & GST (Non-Industrial – R&D Institute). Bidders are therefore asked to quote the rates accordingly
5. Only manufacturers or their authorized distributors/agents are entitled to submit the proforma invoice/quotation. Manufacturers are requested to furnish themselves the proforma invoice where enquiries have been addressed to them. Foreign manufacturers may, however, direct their Indian Agent to quote on their behalf in which case the Indian Agent should attach with his quotation a copy of the letter from the foreign manufacturers directing the Indian Agents to quote on their behalf against this quotation enquiry (General authority letter will not suffice).
6. The quotation/proforma invoice for the imported items should be prepared as under :
  - i) Complete description, catalogue no., make, name of the manufacturer, model, quantity, rate of each item and total amount.
  - ii) Total FOB value of all items.
  - iii) Indian Agency Commission payable to the Indian agent, if any.
  - iv) Net FOB value (i.e., total FOB value as in (ii) above, less Indian Agency Commission as in (iii) above.
  - v) Add freight charges upto New Delhi (India)
  - vi) Insurance upto destination at NIPER, S.A.S. Nagar, Mohali (Payable on actual).
  - vii) Total CIF value (iv + v + vi)

**Note: NIPER is an academic non-profit research Institution. You are, therefore, requested to offer maximum possible discount in the first instance.**

- viii) Quorate may be evaluated on FOB value. The Institute may also go for domestic insurance from warehouse to warehouse. The complete description viz. make and model of the equipment and name of the manufacturer must be indicated clearly in the proforma invoice/quotation failing which the same shall be liable to rejection.
  - ix) The spare parts/wear & tear consumables, if any, required for trouble free operation of equipment for 3 years shall be quoted separately giving the full nomenclature, rate, quantity and shelf life of each item. The value of such spare parts/wear & tear, consumables may not exceed 2% of the FOB value. (The cost of such spare parts/wear & tear consumables will not be considered while evaluating the quotations).
  - x) In case no Indian Agency Commission is payable, then this fact must be very clearly mentioned in the quotation.
  - xi) The tenderer firm should furnish along with the bid a certificate that the entire Indian Agency Commission shall be payable in India in Indian Rupees and that no Indian Agency Commission other than that stipulated in the Proforma Invoice is payable by the foreign manufacturers to Indian Agent.
  - xii) The items which can/are to be procured indigenously may be listed separately.
5. The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
6. The manufacturers must guarantee that the quoted item(s) is/are new and not the one used/sold earlier.
- 7. It is specifically required that the tenderer will supply all the operating and service manuals circuit diagrams alongwith the equipment.**
8. In addition to quoting for the equipment, the tenderers are also requested to quote separately, the charges and terms and conditions of SERVICE CONTRACT FOR A PERIOD OF FIVE YEARS, for maintaining the equipment at this institute after the expiry of the period of guarantee/warranty. The terms and conditions of the Service Contract are given in **Annexure 'B'**. It may be noted that the service contract charges may also be considered along with the cost of equipment while evaluating the quotations. Price List of Spares parts must be quoted.
9. **The equipment should be quoted only for 220 volts and 50Hz electricity supply.** The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the equipment must be stated precisely. Voltage stabilizers/isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.
10. The successful firm or his Agent will be required to furnish a performance guarantee bond in the shape of Bank Guarantee for an amount equivalent to 10% of the FOB value of the equipment towards execution of supply order and ensuring timely supplies/satisfactory installation and handing over the equipment in good working conditions within stipulated period and for carrying out after sales services during warranty/guarantee period. The Bank guarantee will be submitted within a period of 15 days after the placement of the supply order failing which the order will be liable to be cancelled.
11. The successful firm will be required to agree for payment of penalty for exceeding permissible downtime during guarantee/warranty period as defined in **Annexure 'A'**.
- a) In case total downtime exceeds the permissible limit, the guarantee/warranty shall be extended by the period in excess of the permissible downtime.
  - b) In case total downtime exceeds the permissible limit then in that event a penalty in Indian Rupees at the rate of 1/365 percent of FOB value of the equipment shall be recovered for each day in excess of the permissible downtime. The conversion of FOB value into Indian Rupees for the above purpose shall be the TT selling rate prevalent on the date of the releasing of the LC documents by the bankers.
12. If during the guarantee/warranty period, the equipment does not perform as per claims, the supplier will be asked to replace the entire unit or part thereof failing which the supplier will have to bear the cost of liquidated damages.
13. The compliance sheet as per **Annexure 'C'** may be filled and submitted online along with necessary documents maximum upto 4 pages.
14. The Indian agents are allowed to quote for only one manufacturer in a parallel/subsequent tenders for the same item.

15. **ELIGIBILITY CONDITIONS:** The firm should have experience of performing job contract of similar nature in reputed Govt. / Semi Govt. / Govt. undertaking / University establishment and other government / private establishments. The firm must have Service Tax Registration (if applicable), Registration of Declaration of ownership under Indian Registration Act, 1908 (or any other Act, as applicable), PAN / TIN and a valid Labour License as on the date of submission of tenders. The firm should have technical competence, financial resources, reputation and the personnel, to perform this contract.
16. The tenderer is being permitted to tender in consideration of the stipulation on his / her part that after submitting his / her tender, he / she will not refuse his / her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulations, the earnest money will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him / her, in the manner prescribed by the Institute.
17. In case of partnership firms, where no authority has been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders and all other related documents must be signed by each partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other & if, on enquiry, it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
18. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and NIPER, Mohali will not entertain any claim whatsoever in this respect. However the TDS or any other tax which is as per the rules of the Govt., shall be deducted at source from the bills of the successful tenderer, as per rules / instructions made applicable from time to time by the government
19. **This Institute is registered with DSIR for duty free imports under duty exemption certificate. Preference shall be given to those tenderer who shall offer duty free prices for direct import.**
27. The Director, NIPER reserves the right to reduce or increase the quantum of supplies or place repeat orders within a period of one year of date of order (on same rates and terms & conditions) or may also terminate the contract in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer. His decision shall be final & binding on all parties for any aspect of contract. Any dispute arising on the contract will be settled at his level by mutual consultation and in case of failure of settlement; the dispute shall be referred to the sole arbitrator to be appointed by him. The decision of the sole Arbitrator so appointed shall be final and binding on both parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 96.
28. Acceptance by the Institute will be communicated by e-mail, FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX / e-mail / Express letter, etc. should be acted upon immediately. The quotation shall remain valid for a period of 120 days from the closing date of receipt of bids. The Contractor shall not sub-let the contract.
29. The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status, etc.
30. In case of any loss or damage done to the property / existing infrastructure of the Institute attributable to the personnel of the contractor, the full damages will be recovered from the Agency / Contractor and decision of the Competent Authority of institute in this regard will be final and binding on the contractor.
31. Any information furnished by the bidder found incorrect at any later stage, shall make the agency liable to be debarred from future tendering / taking up the works in NIPER. The department reserves the right to verify the particulars furnished by the bidders independently.
32. In case the bidder(s) is/are of the opinion that the specification of the equipment are not generalized and favors a particular make or brand then it should intimate this Institute with relevant supporting documents.

**CERTIFICATE OF GUARANTEE/WARRANTY**

(This certificate may be reproduced)

- i) I/We certify that the guarantee/warranty shall be for a period of 12 months starting from the date of satisfactory installation, commissioning and handing over of the equipment and of works conducted therewith covered under the Supply order in working Condition. During the guarantee/warranty period I/We shall provide “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee/ warranty shall begin only from the date of installation, commissioning and handing over the equipment in working order. The benefit of change in dates of the guarantee/warranty period shall be in the interest of the user/your Institute.
- ii) During the warranty period, we shall provide at least three preventive maintenance visits & all breakdown services without any charges.
- iii) Uptime Guarantee : During the guarantee/warranty period, we will be responsible to maintain the equipment in good working condition for a period of 328 days (i.e., 90% uptime) in a block of 365 days. All the complaints will be attended by us within 5 days of receipt of the complaint in our office. In case there is delay of more than 5 days in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime.
- iv) We certify that the equipment being offered/quoted is the latest model and that spares for the equipment will be available for a period of at least 10 years and we also guarantee that we will keep the Institute informed of any up-date of the equipment over a period of 5 years.
- v) We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price or an agreed percentage of profit on the landed cost.
- vi) We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.
- vii) We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Date :

**1. Authorised Signatory**

**(With Seal)**

Place :

**TERMS AND CONDITIONS OF THE SERVICE CONTRACT**

- i) During the service contract period, the firm shall provide at least THREE preventive maintenance visits and attend to all emergent and break-down calls per year.
- ii) Rate of AMC will be quoted for the period after completion of warranty period and order for AMC be placed after completion of warranty (if required)
- iii) The service contract charges must be quoted separately for each year strictly.
- iv) The service contract charges should be quoted only for services and travel cost etc. and should not include the cost of any replacement parts/components which shall be arranged by the Institute at its own cost. However, a price list of all spares must be provided to the Institute.
- v) The removed/un serviced spare parts shall be the property of NIPER , Mohali and shall be handed over to Indenter by the service provider alongwith service report.
- vi) In each block of 365 days during the entire service contract period the firm will be responsible to maintain the equipment in good working condition for a period of 328 days (i.e. 90% uptime). The time taken by the Institute in providing to the firm the spare parts shall not count towards the downtime. All the complaints will be attended by the firm within 5 days of the dispatch of the complaint to their office. In case there is delay of more than 5 days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. The above said response time of 5 days for attending to a complaint will not be counted in the downtime. In case total downtime exceeds the permissible limit as defined above, the service contract shall be extended by the period in excess of the permissible downtime subject to limit of 30 days in a block of 365 days. However, for the period of the downtime in excess of 30 days in block of 365 days, a fine equivalent of double the daily service contract charges shall be recovered from the firm.
- vii) The replaced parts shall remain the property of the Institute.
- viii) The firm will deposit a security in form of Bank Guarantee equivalent to 50% of the additional value of the Annual service contract towards execution of the service contract and to cover the service contract period of five years. This will be furnished within a period of 15 days after the expiry of the guarantee/warranty period. No Advance payment of AMC shall be made under normal circumstances.
- ix) The firm shall try to repair the equipment at Institute itself. However, the equipment may be taken to their site, on their own expenses if in case it is not possible to repair the same at NIPER, the firm shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till this is handed over to purchaser after repair. Any loss of equipment or its accessories on account of theft, fire or any such reasons shall be the sole risk and responsibility of the firm who will compensate the Institute for such losses at FOB value of the damaged/lost equipment/part including accessories.
- x) During the service contract period the parts/components that may be needing replacement shall be made available by the Institute at their own expenses and all import formalities, payment of custom duty etc., shall be complied with/borne by the Institute.
- xi) All service contract charges will be invoiced thrice in each year. The payment of the invoice will be made in arrears after satisfactory servicing within 30 days of the date of submission of the invoice.
- xii) No price revision will be accepted by the Institute during the entire tenure of the service contract agreement.

Specification as per indent (point wise)	Compliance of the quoted model	Compliance of alternate model, if any	Remarks
Nature of instrument Semi-dry No. of gel to be transferred Minimum of 4 Electrode size (cm) 21X16 or more Required buffer volume Minimal to facilitate transfer successfully Safety Instrument should have safety features  Annual maintenance cost (AMC) of 5 years for 5 years after the expiry of warranty period is required.			

**MANDATE FORM FOR PAYMENT**

Sr.No.	Supplier Details	
1	Vendor Name	
2	Father/ Husband Name	
3	DOB	
4	PAN Number	

5	Aadhaar Number	
6	TIN Number	
7	Service Tax No.	
9	Address1	
10	City	
11	Country	
12	State	
13	District	
14	Pin code	
15	Mobile No.	
16	Phone	
17	Email	
18	Bank Name	
19	IFSC Code	
20	Account Number	
21	Others	

**Bidder(s)/Authorized Signatory (ies)**



**SCHEDULE – I****MANDATORY CHECK LIST**

		YES/NO	Page No.	Remarks(if any)
1.	Name of the Firm / Agency			
2.	Constitution of the Firm / Agency (Governing Act) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (please give names of partners) c) Any other Act, please specify.			
3.	<b>For partnership firms</b> , whether registered under The Indian Partnership Act, 1932?  If Yes, please state further whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender?  ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration?  iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general Power of attorney as the case may be.			
4.	Name and Full Address of the Bankers			
5.	Registration Number of the Firm			
6.	PAN / TIN of the Firm			
7.	Service Tax Registration No. (if applicable)			
8.	Whether the Firm possesses the required technical competence, financial resources, reputation and the personnel, to perform this contract, Please mention clearly.			

**Note:** The information required at serial no. 1 to 8 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form. All pages of tender documents & supporting documents must be duly signed by the tenderer.

**(Details of Firm Representative):**

1. Name and address of the firm's representative, if any, and whether the firm would be represented at the time of opening of the tenders.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Bidder(s) / Authorized Signatory (ies)**

**SCHEDULE – III**

**FINANCIAL BID**

Sr.No.	Parameters	Parameters	Qty	Amount
1	Nature of instrument	Semi-dry		
2	No. of gel to be transferred	Minimum of 4		
3	Electrode size (cm)	21X16 or more		
4	Required buffer volume	Minimal to facilitate transfer successfully		
5	Safety	Instrument should have safety features		
	FOB			
	Total (CIF New Delhi) or F.O.R.NIPER			

Annual maintenance cost (AMC) of 5 years for 5 years after the expiry of warranty period is required.

**Note: vendors are requested to quote the specifications point-wise as mentioned by indenter.**

Signatures of the Bidder(s)

