

JIWAJI UNIVERSITY, GWALIOR
TERMS AND CONDITIONS OF JIWAJI UNIVERSITY
(Total 03 Pages)

Dated: 18.05.2011

Sealed tenders are invited for supply of material as mentioned in the tender notice of Jiwaji University No JU/PKT/MHG-DBT/2011-02, dated 18.05.2011. Tenders will be considered subject to following terms and conditions.

- 1. All tenders must be accompanied by a Bank draft drawn in favor of the Registrar, Jiwaji University, Gwalior, for an amount mentioned in the enclosed table in the offer (separate draft for each) as earnest money. Tenders received without earnest money will be liable to be rejected and may not be considered.**
2. Bidders can obtain tender documents against payment of Rs. 500/- Per item by demand draft in favour of the Registrar, Jiwaji University, Gwalior or on cash deposit in the University office **on or before June 6, 2011 on any working day between 11 am to 5 pm.**
- 3. The last date for submitting the tender is June 7, 2011 before 5.00 pm at the office of the Registrar, Jiwaji University, Gwalior.**
- 4. The Bidder should agree for furnishing a Security Deposit through bank draft (cheque not acceptable)/ Bank Guarantee from Nationalized bank up to the 10% of the cost of equipment during the warrantee period and extendable to at least five years or as may be desired by the University** so as to ensure proper maintenance and satisfactory working of the equipment.
5. The bidder should agree to execute an agreement for proper supply, installation and satisfactory working of the equipment exactly to the specifications mentioned.
6. The rates should be in the units given in the enquiry, if any and should be for supply for F.O.R. Gwalior for Indian goods and F.O.R. nearest international port of customs. The price should be inclusive of sales tax and other charges. The exact details of the taxes insurance and other charges should be mentioned separately.
7. This institution is exempted from payment of Central Excise Duty in term of Govt. Notification No. 10/97 Central Excise dated 01-03-1997 and modification thereafter, if any. Necessary Certificate copy shall be provided by the University.
8. For imported equipments the price should be without any Custom Duty. The institution is registered with the department of Science and Industrial Research (DSIR) Govt. of India vide Govt. notification No.51/96-Customs, dated 23rd July 1996, is exempted from payment of Custom duty. Necessary Certificate copy to be provided by the University.
9. If the rates are quoted Ex-Godown of FOR Station of dispatch then the tenders must also indicate charge towards packing and forwarding, freight etc, so as to compare these rates with those of other who have quoted F.O.R. destination failing which such offer would be ignored. the custom clearance and transportation up to Jiwaji University should be undertaken by the supplier and prices should be included in the bid. All relevant documents shall be provided by the University including the CDC copy.

10. Manufacturer name, their trademark and brand should invariably be mentioned in the tender and illustrate leaflets giving technical particulars, details, etc., should be attached with the quotation to facilitate consideration of the offer.
11. The Bidder should quote their best willing price, which should be firm for the period of 90 days from the due date of tender.
12. The minimum period of delivery of the material should be quoted. Ready stock offer will get preference.
13. The quantity of each item to be purchased may vary according to actual requirement at the time of placing order.
14. If there is any DGS&D rate contract of the Govt. Approved rates the same should be quoted enclosing the copy of the Rate Contract.
15. The tender should avoid the use of vague terms such as 'extra as applicable'.
16. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
17. Quotation for each item (as per serial number in the specification sheet) along with terms and conditions must be submitted separately in separate cover so that for individual items separate comparative statement could be prepared. This is very important.
18. Advance payment either direct or through bank will not be accepted in any case. As per rule, full payment will be made after receipt of material, inspection thereof and after satisfactory working of the entire equipment.
- 19. In case of imported equipment required LC (or similar procedure, like sight draft) shall be opened/followed only after the security deposit/bank guarantee is received by the University. The security/bank guarantee shall be used as has already been mentioned earlier in this document.**
20. The tender should clearly state regarding charges for installation, maintenance, etc. of the equipment, if any.
21. Offers received not according to our terms and conditions and within the time prescribed shall be rejected. Delay due to postal services of any kind will not be considered for acceptance of the tender.
- 22. In all matters of dispute, the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the Bidders.**
23. The address of local office at Gwalior or regional office for Gwalior for maintenance along with the list of well-reputed organizations who have purchased the same item should be provided.
24. List of spare parts must be supplied.
25. The test reports of the equipment quoted from reputed Govt. organization/ academic Institution must be submitted along with the offer.
26. In case of an authorized dealer, certificate from manufacture must be attached as proof.

27. **Date and time of opening envelopes is June 9, 2011 at 03:00 pm in the presence of intending Bidders or their representatives who may like to be present in the Office of the Registrar, Jiwaji University, Gwalior.**
28. **If any of the dates for receipt/ opening of Tender happens to be declared as holiday, the schedule will be shifted to the next working day automatically. The University reserves rights to change the date.**
29. **The tender envelope should contain 3 envelopes “First super scribed as “Technical Bid FOR (NAME OF THE ITEM), INVITED VIDE No., dated This should contain the specification of the item (s) and condition of supply, a photocopy of the EMD without showing the amount and the questionnaires for terms of supply and the specification sheets duly checked yes/no etc. supplied by the University.**
30. **The “Second” envelop should be super scribed as “Commercial Bid FOR (NAME OF THE ITEM) INVITED VIDE NO., dated This should contain the competitive price of the equipment.**
31. **The “Third” envelop should be super scribed as “EMD FOR (NAME OF THE ITEM), INVITED VIDE NO., dated, and contain the earnest money draft in original.**
32. **These 3 envelopes should be placed in the Tender envelop super scribed as “TENDER FOR (NAME OF THE ITEM), INVITED VIDE NO., dated LAST DATE OF SUBMISSION IS 07.06.2011. The first envelop shall be opened on June 9, 2011 at 3:00 pm. only those who fulfill the technical specification shall be considered for opening the commercial bid.**
33. **Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any Bidder doing so will tender himself liable to penalties which may include removal of the agency from the register of approved suppliers.**
34. **Separate tender must be submitted for each item.**
35. **Telegraphic, Fax and conditional tenders shall not be accepted.**
36. **Any item or offer may increase in number or even might not be purchased without assigning any reason. The Registrar, Jiwaji University, Gwalior reserves the right to accept or reject any or all tender without assigning any reason thereof.**

**Questionnaire to be filled-in by the Bidders and
Submitted along with the Technical Bid**

1.	Reputed manufactures of equipment (specified in the tender notice) or their authorized agents with well established sales and services facilities only need to respond to the tender notice.	Confirmed/ do not confirm to requirement
2.	Separate quotation must be submitted for each item specified in the tender notice, Taxes, duties , packing & forwarding charges, transport and insurance charges may be separately indicated where applicable	Complied/ Not complied
3.	The make, model no. detailed specifications; illustrative pamphlets must accompany the quotation without which the quotation are liable to be rejected.	Complied /Not complied
4.	In case the bidder is an authorized agent, documentary proof to this effect must be enclosed with the quotation	Enclosed/ not enclosed
5.	Bidders detailed company profile, information on after sales/ service and test facilities available along with address and telephone no. of sales office and service centre catering to Gwalior must be given along with the quotation. Details of product & application support available may also be indicated.	Information enclosed /not enclosed.
6.	The order must indicate whether he is willing to supply complete circuit diagram, wiring diagrams, component layout diagrams, service manuals and component identification catalogue along with the equipment free of charge in case an order is placed with him. The supply of this literature will be considered as part of the supply of equipment offered.	Will be supplied/cannot supply
7.	The bidder must furnish a list of customers to whom the equipment quoted has been supplied preferably in Central/Northern India. Name and contact telephone no. of the customer may be furnished.	Enclosed not enclosed
8.	Quotation must be furnished in sealed envelops separately for each item quoted under the tender. The name of the item quoted and tender notice particulars should be clearly indicated on the top of the envelope.	Complied/ not complied
9.	Bidders are requested to carefully go through the specification given in the tender and quote only when they are sure they have the product specified to offer. In case of any doubt the bidders can contact the Registrar, Jiwaji University Gwalior on any working day with prior appointment.	Complied/ not Complied
10	Warranty details and terms and conditions of warranty must be given. If any component of the equipment quoted is not covered by the warranty, the same must be specified.	Complied/not complied
11.	Bidder must indicate the year in which the model quoted by him was introduced in the market. Bidder must indicate whether he is willing to give an undertaking that all spare parts for the equipment quoted will be supplied as and when ordered for at least a period of 10 years from the date of supply and inability to supply the spares due of obsolescence of the equipment will not be pleaded.	Complied/ Not Complied
12	Where the equipment offered is controlled by a personal computer and it is possible to use an indigenous PC, the same should be quoted instead of an imported PC. The same would apply to a Printer or any complied other	Complied/ not complied

	accessory or sub system of good quality available in India.	
13	Where the equipment offered is modular, the price breakup of individual modules/ accessories/ parts must be given. The bidder may not be given a change to indicate the price breakup at a later date.	Complied / not complied
14.	The bidder will furnish a test certificate along with complete test results and test conditions for the equipment specifications offered in case an order is placed.	Agreeable/ not agreeable
15	Bidders must indicate whether he can arrange for comprehensive service training to staff of the Instrumentation Department on the model offered at his expense.	Yes/No
16.	a) If an order is place with the bidder, the bidder will install and test the equipment to its specifications at the site of installation free of charge	Agreeable/Not agreeable
	b) If it is not possible to test some specification, the same may be indicated.	Complied/ not complied
17.	The bidder is agreeable to install and test the equipment and undertake after-sales- service only through a factory trained certificate engineer.	Yes/No.
18.	Bidder will carry out validation of the instrument offered at the time of installation at his cost.	Yes/No.
19	Agency commission (percentage) payable in Indian Rupees should be mentioned in the quotation i.e. in “Commercial Bid “	Complied/ Not Complied not applicable
20	Performance guarantee: In case the Purchase order is placed, 10% of the equipment value has to be submitted as performance security deposit in the form of Bank Guarantee till the completion of warranty period. a) On behalf of our Principal, we will submit the Bank Guarantee from the date of installation. b) Our Principals will submit Bank Guarantee (an undertaking should be submitted along with the quotation from your principal) tick the relevant column.	Agreeable/ Not agreeable.
21.	The bidders must ensure that GLP principal are complied with. He must ensure the qualified and well –trained personnel are available to install the equipment and test the functions. The bidders must ensure that GLP compliance programmes are built in to the system and all these tests are carried out at the site of installation. Where her required the standards required to carry out such tests, must be provided by the bidder with all the particulars of the standards like compositions, weight, atmospheric and operating conditions etc. specified	Specified/ Not Specified
22.	The bidders must be a member of the national or international GLP Compliance Agencies	Complied/Not Complied
23.	The bidders must carry validation test at the site of installation at his own cost	Yes/No
24	The bidder must also mention the frequency at which the validation test are to be carried out and if so that cost of such analyses.	Information Provide /Not Provided /Not Applicable

Note:

1. Unless the questionnaire is completely filled in and detailed information provide as required, your offer is liable to be rejected.
2. Complete questionnaire should be signed by the bidder and sent along with the quotation in Technical Bid and a copy in price bid.

Further instructions:

1. Technical bid and price bid should be submitted separately under sealed covers, and both the envelopes put together in another cover which should also be sealed. This is to ensure that if the technical bid qualifies with the laid down specification and configurations, only then price bide will be opened. Otherwise, the price bid will automatically get rejected along with the technical bid not fulfilling the specification/configuration and shall be returned.

EMD: EMD SHOULD BE KEPT IN SEPARATE COVER

2. The technical bid must have the following enclosures :
 - a. True copy of the commercial bid but with the price omitted. All items quoted must be clearly indicated. Price must not be indicated.
 - b. The original D.D. of the EMD Should be kept in a separate cover along with the Commercial bid.
 - c. Photocopy of the EMD should be enclosed along with the Technical bid without showing the amount.
 - d. Detailed literature, illustrative pamphlets, company profile, customers list & questionnaire duly filled.
 - e. Duly completed specification compliance without this the tender may be rejected.
3. **Latest income tax and sales tax clearance certification must accompany the technical bid along with TIN**
4. Authorized dealers should submit a copy of valid dealership certificate along with quotation.
5. Last date for the receipt of the sealed quotation shall be on or before June 7, 2011 (5:00pm).
6. Late/ delayed offers will not be accepted.
7. Conditional and telegraphic tenders shall not be accepted.
8. In the event of any date indicated above is a declared holiday the next working day shall become operative for the respective purpose mentioned therein.
9. The technical bids will be opened in the presence of the bidders of their authorize representative on June 9, 2011 at 3:00 PM in the office of the Registrar, Jiwaji University, Gwalior. It is the responsibility of the bidders to present themselves at the time of opening of the technical bids.
10. **The Registrar of Jiwaji University reserves the right to accept or reject any offers in part or whole without assigning any reasons whatsoever.**

We have read the 'terms & conditions 'of the tender and are acceptable to us.

Signature of the Bidder with Seal

Table: Earnest Money

For the deposition of earnest money, following table may be followed.

S. No.	Instrument	EMD (Rs.)
1	UV- Visible Spectrophotometer	10,000/-