Tender for Item No.: 01- Western Blotting System

Annexure-I

(To be enclosed with the Technical Bid)

Jiwaji University, Gwalior
Tender Form No. JU/PKT-MPCST/2014-01, Dt. 04.01.2014

Name of the party in whose favor the Tender form has been issued

To
The Registrar
Jiwaji University
Gwalior 474 011, MP, India

Dear Sir,

1. I/We hereby submit our tender for the **Western Blotting System**
2. I/WE now enclose herewith the D.D. No........................... dated............... For Rs..........................
drawn in favour of the “The Registrar, Jiwaji University, Gwalior” towards EMD, and D.D. No.......................... dated................ For Rs. 500 towards tender fee for downloaded tenders. (TENDERS NOT ACCOMPANIED WITH EMD ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
3. I/We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the Jiwaji University, in this connection including delivery, warranty, penalty etc. Quotations for each item are being submitted under separate covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed.
6. Tenders are duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at Jiwaji University, Gwalior.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of Tender(s) with full Address.

Witness

name:

address:

Witness

name:

address:

Signature of the Bidder with seal
CHECK LIST FOR TERMS AND CONDITIONS

Check list for Terms and Conditions *(To be filled by the bidder and submitted along with the technical bid)*

1. Certificate for Manufacturer/ Indian Subsidiary of the Manufacturer/ Sole representative in India,
   
2. Performance report/List of organization supplied with the same model of the equipment (at least 05 in India)
   
3. Whether rates quoted included all taxes, customs clearance, i.e., FOR Gwalior
   
4. Whether rates are quoted as per tenders specifications
   
5. Authority letter from manufacturer/principal enclosed
   
6. Quotation being submitted directly by the manufacturer or authorized distributor
   
7. Quality assurance certificate like ISI, ISO-9002, IP/BP or any other, please specify
   
8. Proof of having filled IT Return for the assessment years 2011-12, 2012-13, 2013-14 attached
   
9. EMD draft is enclosed
   
10. Tender fee for downloaded tenders enclosed
   
11. Literature of original catalogue of the product and accessories are attached for reference
   
12. Comprehensive Guarantee/Warranty period for one/two year and thereafter, comprehensive AMC for the next 2 years to be quoted separately: YES/NO.
   
13. Compliance Statement with relation to specification
   

(SIGNATURE OF THE BIDDER WITH NAME & SEAL)

Signature of the Bidder with seal
Annexure-3

JIWAJI UNIVERSITY, GWALIOR 474 011
Centre for Genomics

Tender Form No. JU/PKT-MPCST/2014-01, Dt. 04.01.2014

Name of work : Supply of Western Blotting System

Last Date for purchase of Tender Document : 18.01.2014 up to 5.00 p.m.

Last date for submission of Tender form : 20.01.2014 up to 5.00 p.m.

Tender Opening Date : 28.01.2014 at 3.30 p.m. in the University office

Tender Cost : Rs. 500/-

EMD : Rs.15,000/-

TERMS AND CONDITIONS OF JIWAJI UNIVERSITY, GWALIOR

Tenders will be considered subject to following terms and conditions.

1. All tenders must be carefully accompanied by a bank draft for the specified amount for the item drawn in favor of the Registrar, Jiwaji University, Gwalior, as earnest money (EMD). Tenders received without earnest money will be liable to be rejected and may not be considered.

2. Tenderers can obtain tender documents against payment of Rs. 500/- through demand draft drawn in favor of the Registrar, Jiwaji University, Gwalior, on or before 18.01.2014 up to 5.00 pm. on any working day. The document may be downloaded from our web site and a separate draft of Rs. 500/- in favor of the Registrar, Jiwaji University, Gwalior may be enclosed along with the EMD draft.

3. The last date for submission of Tender is 20.01.2014 before 5.00 P.M. at the office of the Registrar, Jiwaji University, Gwalior.

4. Tenderer should agree for furnishing of Bank Guarantee from Nationalized bank up to 10% of the cost of the equipment during the warranty period.

5. The Tenderer should agree to execute an agreement for proper supply, installation and satisfactory working of the equipment exactly to the satisfaction mentioned.

Signature of the Bidder with seal

[Handwritten Signature]
6. **The rates should be FOR Gwalior and inclusive of all applicable charges/ duties/taxes.** The prices should be inclusive of sales tax and other charges. The exact details of taxes should be given separately. The total FOR price shall be considered as the price of the equipment.

7. Being an educational Institution it is entitled to issue concessional sales tax certificate. No other sales tax form is issued. If concessional sales tax certificate is not acceptable to the supplier, the actual rate of sales tax to be charged must be clearly mentioned.

8. This institution is exempted from payment of Central Excise duty in terms of Govt. Notification No. 1097-Central Excise dated 01.03.1997. Necessary copy will be provided by the University.

9. For imported equipments: The institution is registered with Department of Science and Industrial Research (DSIR) Govt. of India vide Government Notification No. TU/V/RG-CDE(56)/2013 dated 12.12.2013 is exempted from payment of custom duty. **Necessary certificate copy shall be provided by the University.** The bidder shall be responsible for getting the consignment cleared and deliver the goods. The expenses on it and concessional duties, if any, should be included in the cost of the equipment.

10. **The price should be FOR destination failing which the offer will be ignored.**

11. Manufacturer name, their trademark and brand should invariably be mentioned in the tender and illustrated leaflets giving technical particulars / details etc. should be attached with the quotation to facilitate consideration of the offer.

12. The tender should quote their best willing price which should be firm from the period of 120 days from the due date of tender.

13. The minimum period of delivery of the material should be quoted.

14. The quantities of each item to be purchased may vary according to actual requirement at the time of placing order.

15. If there is any DGS&D rate contract of Government approved rates the same should be quoted enclosing the copy of the rate contract.

16. The tender should avoid the use of vague terms such as “extra as applicable”. Such tenders will be rejected.

17. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.

18. **Quotations for the accessories to be considered together as one unit and thus total price shall be treated as your bid for the tender. Optional items may be quoted separately.** Where the equipment offered is controlled by a preloaded 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 compiled other accessory or subsystem of good quality available in India. (Toshiba/HP/Sony) available in India. The PC configuration should be 3rd gen Intel Core i5 3330S processor, Genuine Windows 7 Home Basic SP1 64 bit (English), 4GB DDR3 SDRAM at 1600Mhz, 3.5" 500GB 7200RPM SATA Hard Drive or better.

[Signature]

[Stamp]
19. 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 installation and working of the entire equipment. **Site draft option or LC is acceptable.**

20. The Tenders should have no extra charges for installation, etc. of the equipment, if any.

21. Offers received not according to our terms and conditions within the time prescribed shall be rejected. Delay due to postal service of any kind will not be considered for acceptance of the order.

22. **In all matters of dispute the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.**

23. The address of customer care centre for maintenance of the same equipment should be provided.

24. List of available spare parts, if any, must be supplied.

25. The test report of the equipment quoted from reputed Government organizations/academic institutions must be submitted along with the offer.

26. In case of an authorized dealer, a copy of the current Certificate from Manufacturer must be attached as proof.

27. **Date and time of opening is 28.01.2014 at 3.30 P.M. in the presence of intending Tenderers or their representatives who may like to be present in the University office, Jiwaji University, Gwalior.**

28. If any of the dates of the receipt or opening the tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically.

29. **The Sealed Tender Envelope should contain three sealed envelopes.**

A. First super scribed as “Technical Bid for Western Blotting System.” This should contain the specifications of the equipment & terms and conditions of supply. **No price should be mentioned.**

B. The second should be super scribed as “Commercial Bid for Western Blotting System.”

C. The third should contain separate drafts for the Ernest money draft for Rs. 15,000. and tender fee of Rs. 500 in favour of the Registrar, Jiwaji University, Gwalior.

**These three separately sealed envelopes should be placed in one sealed envelope and should be super scribed as “Tender no JU/PKT-MPCST/2014-01 for Western Blotting System to be opened on 28.01.2014 at 3:30 P.M.” Only those who fulfill the technical specifications shall be considered for opening the commercial bid.**

30. Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render him liable to the penalties, which may include removing of his name from the register of approved suppliers.

31. **All the accessories are to be treated as one unit and separate tenders are not required for each accessory.**

Signature of the Bidder with seal

[Signature]

Jiwaji University, Gwalior
33. Performance report/List of organization supplied with the same model of the equipment (at least 05 in India) to be provided.

34. Tender, duly sealed, should reach the Registrar, Jiwaji University, Gwalior by speed post, registered post, courier or personally at the inward counter of the University.

35. Any item or offer may increase in number or even might not be purchased without assigning any reason. Registrar, Jiwaji University, Gwalior reserves the right to accept or reject any or all tenders without assigning any reason thereof.

36. The prices charged for the items supplied by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells the same items to any other persons during the period of supply to the university. If any time, during the period of supply, the tenderer reduces the sales price chargeable for any item, he shall forthwith notify such reduction to the Registrar, Jiwaji University, Gwalior and the price same payable for the items supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.

38. The bidder shall forfeit the EMD if we find the bidder providing any false information and no further communication in this respect shall be entertained.

I/We accept all the terms and conditions of the tender and understand that the decision of the University shall be final and acceptable to me/us.

Signature and Seal of the Tenderer
Date

Signature of the Bidder with seal
Annexure-4

(To be enclosed with the Technical Bid)

QUESTIONNAIRE TO BE FILLED BY THE BIDDER AND SUBMITTED ALONG WITH THE TECHNICAL BID

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
<td>Confirm / do not confirm to requirement</td>
</tr>
<tr>
<td>2</td>
<td>Separate quotations must be submitted for each item specified in the tender notice. Taxes, duties, packing &amp; forwarding charge, transport and insurance charge may be separately indicated where applicable.</td>
<td>Complied / not complied</td>
</tr>
<tr>
<td>3</td>
<td>The make, model no., detailed specifications, illustrative pamphlets must accompany the quotations without which the quotations are liable to be rejected.</td>
<td>Complied / not complied</td>
</tr>
<tr>
<td>4</td>
<td>In case the bidder is an authorized agent, documentary proof to this effect must be enclosed with the quotation.</td>
<td>Enclosed / not enclosed</td>
</tr>
<tr>
<td>5</td>
<td>Bidder detailed company profile, information on after sale / service and test facilities available along with address and telephone no. of sale office and service centre catering to Gwalior must be given along with the quotation. Details of product &amp; applications support available may also be indicated.</td>
<td>Information enclosed / not enclosed</td>
</tr>
<tr>
<td>6</td>
<td>The bidder must indicate whether he is willing to supply complete circuit diagram, wiring diagram component layout diagram, service manual 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 supply of equipment offered.</td>
<td>Will be supplied/ Cannot supply</td>
</tr>
<tr>
<td>7</td>
<td>The bidder must furnish a list of costumers to whom the equipment quoted has been supplied preferably in Central or Northern India. Name and contact telephone no. of the customer may be furnished.</td>
<td>Enclosed / not enclosed</td>
</tr>
<tr>
<td>8</td>
<td>Quotation must be furnished in sealed envelopes separately for each item quoted under the tender. The name of the item quoted and tender notice particular should be clearly indicated in the top of the envelope.</td>
<td>Complied / not complied</td>
</tr>
<tr>
<td>9</td>
<td>Bidders are requested to carefully go through the specifications given in the tender and quote only when they are sure they have product specified to offer. In case of any doubt, the bidder can contact the Registrar, Jiwaji University, Gwalior on any working day with prior appointment.</td>
<td>Complied / not complied</td>
</tr>
<tr>
<td>10</td>
<td>Warranty details and terms and conditions of warranty must be given. If any component of the equipment quoted is not covered by the warranty,</td>
<td>Complied / not</td>
</tr>
</tbody>
</table>

Signature of the Bidder with seal
<p>| | |</p>
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<tbody>
<tr>
<td>the same must be specified. Comprehensive Guarantee/Warranty period for one/two year and thereafter, comprehensive AMC for 2 years.</td>
<td>complied</td>
</tr>
<tr>
<td>11</td>
<td>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 of 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 of supply the spares due to the obsolescence of the equipment will not be pleaded.</td>
</tr>
<tr>
<td>12</td>
<td>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 compiled other accessory or subsystem of good quality available in India.</td>
</tr>
<tr>
<td>13</td>
<td>Where the equipment offered is modular, the price break-up of individual modules/accessories/parts must be given. The bidder may not be given a chance to indicate the price backup at a later date. However the total price shall be considered.</td>
</tr>
<tr>
<td>14</td>
<td>The bidder will furnish a test certificate along with complete test result and the test conditions for the equipment specifications offered in case an order is placed.</td>
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<tr>
<td>15</td>
<td>Bidders must indicate whether he can arrange for comprehensive service training to staff of the instrumentation department on the model offered at his expense.</td>
</tr>
<tr>
<td>16</td>
<td>a) If an order is placed with the bidder, the bidder will install and test the equipment to its specifications at site of installation free of charge.</td>
</tr>
<tr>
<td></td>
<td>b) If it is not possible to test some specifications, the same may be indicated.</td>
</tr>
<tr>
<td>17</td>
<td>The bidder is agreeable to install and test the equipment and undertake after-sales-service only through a factory trained certified engineer. Evidence to availability of trained personal may be enclosed.</td>
</tr>
<tr>
<td>18</td>
<td>Bidder will carry out validation of the instrument offered at the time of installation at his cost.</td>
</tr>
<tr>
<td>19</td>
<td>Agency commission (percentage) payable in Indian Rupees should be mentioned in the quotation i.e. in “Commercial Bid”.</td>
</tr>
<tr>
<td>20</td>
<td>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</td>
</tr>
</tbody>
</table>

Signature of the Bidder with seal
| 21 | The bidders must ensure that GLP principles are complied with. He must ensure that 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. Wherever required, the standards required to carry out such tests, must be provided by bidder with all the particulars of the standards like composition, weight, particulars 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 / not applicable |
| 23 | The bidder(s) must carry validation test at the site of installation at their own cost. | Yes / No |
| 24 | The bidders must also mention the frequency at which the validation test are to be carried out and if so that cost of such analyses. | Information provided / not provided / not applicable |

**Note:**
1) Unless the questionnaire is completely filled in and detailed information provided 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 be sealed. This is to ensure that if the technical bid qualifies with the laid down specifications and configurations, only then price bid will be opened. Otherwise the price bid will automatically get rejected along with the technical bid not fulfilling the specifications/configurations. The envelopes should be superscribed has been mentioned earlier, carefully.

2. **EMD: EMD and Tender fee SHOULD BE KEPT IN SEPARATE SEALED COVER**

3. The technical bid must have the following enclosures:
   a. True copy of the commercial bid but with the prices omitted. All items quoted must be clearly indicated.
   b. The original D.D. of the EMD should be kept in a separate sealed cover.
   c. Detailed literature, illustrative pamphlets, company profile, customers list & questionnaire duly filled and Annexures: 1-5 duly signed.

4. The three sealed envelopes (i.Technical bid, ii. Commercial bid and iii. EMD) should be kept in the outer sealed cover.

**Signature of the Bidder with seal**
5. Latest income tax and sales tax clearance certificate must accompany the technical bid.
6. Authorized dealers should submit a copy of valid dealership certificate along with quotation.
7. **Last date for the receipt of the sealed quotation shall be on or before 20.01.2014 at 5.00 P.M.**
8. Late/ delayed offers will not be accepted.
9. Conditional, telegraphic tenders shall not be accepted.
10. In event of any date indicated above is a declared holiday the next working day shall become operative for the respective purpose mentioned therein.
11. **The technical bids will be opened in the presence of the bidders or their authorized representatives on 28.01.2014 at 3.30 P.M. in the University Office, Jiwaji University, Gwalior. It is the responsibility of the bidders to present themselves at the time of opening of the technical bids.**
12. The Registrar of Jiwaji University reserves the right to accept or reject any offer in part or whole without assigning any reasons whatsoever.
13. The tender document can be downloaded from the website of the university. The Downloaded tenders should accompany a draft of Rs 500.00 towards the tender fee.

Signature of the Bidder with Seal