JIWAJI UNIVERSITY, GWALIOR


TENDER NOTICE

Sealed Tenders are invited from the manufacturers/authorized dealers only for supply of Accessories for existing Anymaze setup. Only firms having sales / income tax registration numbers are eligible to apply.

Tender documents containing terms, conditions, specifications of the equipment can be obtained from the Store, Jiwaji University, Gwalior - 474011 up to 5.00 PM of **23.01.2012** on payment of Rs. 1000/- either in cash or through DD drawn in favour of Registrar, Jiwaji University Gwalior. Alternatively, the tender form may be downloaded from the website www.jiwaji.edu and a demand draft for Rs. 1000.00 favouring the Registrar, Jiwaji University, Gwalior may be attached. The last date for receipt of tenders is **24.01.2012** (5.00 PM).

Coordinator Head
School of Studies in Neuroscience
Jiwaji University, Gwalior

Registrar
Jiwaji University, Gwalior
JIWAJI UNIVERSITY, GWALIOR 474 011  
School of Studies in Neuroscience  

Tender Form No. JU/NEURO/2011/157, Dt.24.12.2011  

Name of work : Supply of **Accessories for existing Anymaze setup**  

Last Date for purchase of Tender Document : 23.01.2012 up to 5.00 p.m.  

Last date for submission of Tender form : 24.01.2012 up to 5.00 p.m.  

Tender Opening Date : 25.01.2012 at 3.30 p.m. in the University office  

Tender Cost : Rs 1,000.00  

TERMS AND CONDITIONS OF JIWAJI UNIVERSITY, GWALIOR  

Sealed tenders are invited for the supply of **Accessories for existing Anymaze setup**. Tenders will be considered subject to following terms and conditions.  

1. All tenders must be carefully accompanied by a bank draft of Rs 6,000 drawn in favor of the Registrar, Jiwaji University, Gwalior as earnest money. 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 1000.00 either in cash or through demand draft drawn in favor of the Registrar, Jiwaji University, Gwalior, on or before 23.01.2012 up to 5.00 pm. on any working day**  

3. The last date for submission of Tender is 24.01.2012 before 5.00 P.M. at the office of the Registrar, Jiwaji University, and Gwalior.  

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

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Jiwaji University, Gwalior  

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

6. The rates should be for FOR Gwalior. The prices should be inclusive of sales tax and other charges. The exact details of taxes should be given separately.

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 to be provided by the University.

9. For imported equipments the price should be without any custom duty. The institution is registered with Department of Science and Industrial Research (DSIR) Govt. of India vide Government Notification No. TU/V/RG-CDE(56)/2009 dated 26.11.2009 is exempted from payment of custom duty. Necessary certificate copy to be provided by the University.

10. If the rates are quoted Ex-Go down or FOR railway Station of dispatch then the tenders must also indicate charges towards packing and forwarding, railway freight etc. so as to compare these rates with those of others who have quoted FOR destination failing which such 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.**

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 there of and after satisfactory installation and working of the entire equipment.

20. The successful tender if so required by the University, shall furnish Bank Guarantee from the Nationalized Bank up to 10% of the total value of the order which is
refundable after satisfactory execution of order within the stipulated delivery period. The penalty of half percent per week shall be imposed by the University, subject to a minimum of 10% for the delivery of the material. No interest shall be paid on the Security Deposit or Earnest Money.

21. The Tenders should clearly state regarding charges for installation, maintenance etc. of the equipment if any.

22. 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.

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

24. The address of customer care centre for maintenance along with the list of well reputed organizations who have purchased the same equipment should be provided.

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

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

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

29. Date and time of opening is 25.01.2012 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.

30. 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.

31. The sealed tender envelope should contain three sealed envelopes.

A. First superscribed as "Technical Bid for Anymaze set-up accessories". This should contain the specifications of the equipment & terms and conditions of supply. No price should be mentioned.
B. The second should be superscribed as "Commercial Bid for Anymaze set-up accessories".
C. The third should contain the Earnest money draft for Rs. 6,000 in favour of the Registrar, Jiwaji University, Gwalior.

These three separately sealed envelopes should be placed in one sealed envelop and should be superscribed as "Tender no JU/NEURO/2011/157 for Accessories for existing Anymaze setup to be opened on 25.01.2012 at 3:30 P.M." Only those who fulfill the technical specifications shall be considered for opening the commercial bid.

32. 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.
33. All the accessories are to be treated as one unit and separate tenders are not required for each accessory.

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 there of.

[Signature]

Coordinator Head
School of Studies in Neuroscience
Jiwaji University, Gwalior
Specification for accessories for existing anymaze setup

- Fire wire camera (3 nos.)
  - IEEE 1394 camera
  - Facility for daisy chain with existing cameras.
  - The camera should be provided with standard lenses.
  - Three cameras should be interlink able for video montage.
  - Should be compatible with Anymaze software.

- Object Recognition testing in a 40 cm by 40 cm arena with Testing apparatus. (01 No.)
- Sociability cage with one restrained chamber for Mice (01 No.)
- Mazes for Mice made up of 18-20 gauge stainless steel (01 each)
  - Radial Arm Maze
    - Lane width should not be less than 7 cm
    - Arm Length Should not be less than 35 cm.
    - Wall height should be more than 10 cm.
  - Y Maze
    - Lane width should not be less than 7 cm.
    - Length of each arm should be at least 35cm.
    - Wall height should be more than 10 cm.
  - T Maze
    - Lane width should not be less than 7 cm.
    - Length of each arm should be at least 28 cm.
    - Wall height should be more than 10 cm
    - The Stem Arm should be more than 35 cm.
## QUESTIONNAIRE TO BE FILLED BY THE BIDDER AND SUBMITTED ALONG WITH THE TECHNICAL BID

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Reputed manufacturers 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 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 envelops 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 envelop.</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, the same must be specified.</td>
<td>Complied / not 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>
<td>Complied / not complied</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>
<td>Complied / not complied</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 change to indicate the price backup at a later date.</td>
<td>Complied / not complied</td>
</tr>
<tr>
<td>14</td>
<td>The bidder will furnish a test certificate along with complete test result and</td>
<td>Agreeable / Not</td>
</tr>
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REGISTRAR
Jiwaji University, Gwalior
the test conditions for the equipment specifications offered in case an order is placed.

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.

16 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.
   Agreeable / Not agreeable

   b) If it is not possible to test some specifications, the same may be indicated.
   Agreeable / Not agreeable

17 The bidder is agreeable to install and test the equipment and undertake after-sales-service only through a factory trained certified engineer.

18 Bidder will carry out validation of the instrument offered at the time of installation at his cost.

19 Agency commission (percentage) payable in Indian Rupees should be mentioned in the quotation i.e. in “Commercial Bid”.

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 quotation from your Principal)
   Agreeable / Not agreeable

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.

22 The bidders must be a member of the National Or International GLP Compliance Agencies.

23 The bidders must carry validation test at the site of installation at his own cost.

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.

| 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 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.

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

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 24.01.2012 at 5.00 P.M.**

8. Late/ delayed offers will not be accepted.
9. Conditional, telegraphic, tenders by hand or by courier 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 25.01.2012 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 1000.00 towards the tender fee.

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Signature of the Bidder with Seal

Coordinator Head
School of Studies in Neuroscience
Jiwaji University, Gwalior