



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

NOTICE INVITING TENDER

Tender Enquiry No. IISERB/ S & P /201 -1 /

Dated: , 2012

Indian Institute of Science Education and Research (IISER), Bhopal, is an autonomous Institute established under Ministry of HRD, Government of India. Institute would like to procure the _____ for which sealed Offers/Tenders are invited from the reputed & bonafide Manufacturers and Authorised Dealers/Distributers.

1. Brief Details of item(s)/ material

The Detailed Technical Specifications of the material to be procured under this tender are given separately in [Annexure – I \(a\)](#)

2. The Bidders are requested to give detailed tender in two Parts i.e

Part - I : Techno-Commercial Bid.

Part - II : Price Bid.

Detailed procedure for submission of bids/offers is given in [Annexure - III](#)

I - Techno-Commercial Bid

- Provide complete information in [Annexure-II](#). This part of the tender shall contain company profile and commercial terms & conditions of contract for the supplies to be made and services to be rendered.
- No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation.
- Submission of compliance sheet as per [Annexure – I \(b\)](#) is essential part of Techno-Commercial Bid. If there is any deviation in specifications of material/ items, record with complete details. Attach separate sheets wherever required. The Institute reserves the right to decide on such deviation/s.**
- The technical offer should not contain any price information.**

II - Price Bid

- The Price Bid shall contain rates of the items. The price should be FOR Destination / FOB International Airport (in case of foreign manufacturer) and be quoted indicating the basic price, discount on basic price, taxes and duties as applicable.
- In case of any discrepancy in the rates indicated in the Price bid either in figures or words, the rates in words will be considered for evaluation.
- Format of price bid is enclosed with document and annexed as [Annexure-IV](#)

3. Contact for information:

a) For any Technical Details : _____.

Tel. No. _____.

Email:

b) For any commercial terms and condition :

Stores and Purchase Office, (IISER), Bhopal

Tel : +91-0755-4092311 / 388

4. Submission of Bids :

Bids shall be submitted to : _____.

Indian Institute of Science Education and Research,
ITI, (Gas Rahat) Building, Govindpura,
Bhopal (M.P.) 462023

- **Time and Date of Submission: On or before 0.00 PM on 00.00.2012.**
- **Time and Date of opening Techno-Commercial Bid: At 00.00 PM on 00.00.2012.**
- **Opening of part-II (Price) will be intimated later to technically qualified tenderers after scrutiny of Techno-Commercial part .**

IISER, Bhopal will not be responsible, for submission / delivery of quotation at wrong places.

5. Instructions to Bidders:

- a) If the bid is submitted by authorized dealer/ distributor for branded makes, a authorization letter from principals clearly indicating that the vendor is the authorized to sell and provide services for the items mentioned in the scope of supply given in tender documents shall be produced.
- b) Purchase Orders if any, for identical equipments supplied to other IISERs/IITs/Central Universities etc. for the preceding three years should be given together with the prices eventually or finally paid.
- c) Copy of CST/VAT/TIN No. and PAN No. allotted by the concerned authorities should be enclosed.
- d) In case of Foreign quote, the address of Principal's / Manufacturer's and their Banker's details should be furnished along with certificate.
- e) All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed. Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.
- f) The makes/brand and name and address of the manufacturer, Country of Origin, and currency in which rates are quoted are to be clearly mentioned.
- g) Period of delivery, Period of Warranty should be mentioned specifically.
- h) Training charges (if any) be quoted separately.

6. Other Terms and Conditions

1. IISER, BHOPAL reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.
2. **Period of validity of bids:** Bids shall be valid for a minimum period of **90 days** from the date of opening of the Techno-Commercial Bid.
3. **Delivery Period :** The required quantity of material have to be delivered and installed within _____ weeks from the date of issue of the Purchase Order.
4. In case your quote is Ex-works basis estimated insurance coverage charges may please be indicated.
5. In case of Foreign Quote, the mode of dispatch should be by Air / Post Parcel. The approximate dimensions of the packages and weight of consignment are to be indicated.
6. In case of INR bids the price quoted should be on F.O.R., IISER, BHOPAL. Govt.Levies like excise duty, sales tax, octroi, WCT etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Excise Duty, VAT/ Central Sales Tax etc. Please note that IISER Bhopal is exempted from payment of Central Excise duty vide Govt. Notification No.10/97-Central Excise dated 1st March,1997.

7. Being an Educational and Research Institute IISER, BHOPAL is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996.
8. For imported items the agency commission payable to Indian Agent may be indicated. Agency commission will be paid in INR after satisfactory commissioning and acceptance of the item.
9. Bidder shall provide duly signed certificate as enclosed at [Annexure-VI](#) with Techno-Commercial Bid.
10. **EMD:** The Techno-commercial Bids must accompany a crossed Demand Draft of ₹ _____ /- (₹ _____) drawn on any Nationalized bank and payable at Bhopal in favour of “Director, IISER, Bhopal” for earnest money. No interest shall be paid on earnest money deposited.
11. **Security Deposit**
The successful bidder will have to **deposit an amount equivalent to 10% of order as Security deposit for one year** in the form of Demand Draft drawn on any Nationalized bank and payable at Bhopal and in favour of “Director, Indian Institute of Science Education and Research, Bhopal” or Bank Guarantee from the Nationalised Bank as per the format enclosed at [Annexure-V](#). Non-performance of the contract will result in forfeiture of security deposit.
12. **Penalty for delayed supply and installation**
Time is the essence of the contract and the supplier shall pay or allow the Institute to realize the sum equivalent to 01(One) per cent of the total order value per week, subject to a maximum limit of 5% of the order value, as agreed compensation for delay for the period during which the supply and installation shall remain incomplete beyond the offered time of completion/execution or beyond the time duly extended in writing by the Institute. The Institute may deduct such damages from any money due to the supplier.
13. **Payment Term**
7.1. For Indigenous items : 90% payment shall be made against satisfactory delivery, and balance 10% after successful installation & commissioning subject to submission of S.D. of 10% in form of D.D. / B.G.
7.2. For imported items : (a) 100% payment shall be made by wire / telegraphic transfer after delivery and acceptance.
OR
(b) 100% payment shall be made by Irrevocable Letter of Credit. Out of which 90% will be paid against submission of following documents:
1. Air way Bills – 2 copies
2. Packing List – 2 copies
3. Invoice for shipping – 4 copies
Balance 10 % will be paid after installation and acceptance of item by purchaser subject to submission of S.D. of 10% in form of D.D. / B.G..
*Note. I. All bank charges outside India shall be borne by the supplier.
II. LC will be opened on receipt of unconditional acceptance of purchase order.
III. Accepted term of payment shall be clearly indicated in Tender / Offer document*
14. **Jurisdiction**
The disputes, legal matters, court matters, if any, shall be subject to Bhopal Jurisdiction only.

Stores and Purchase Officer

TECHNO-COMMERCIAL BID

(To be submitted in a separate sealed envelope)

For supply of _____ to IISER, Bhopal

| 1. | Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration) | | | | | | | | | | | | | |
|----------------|--|-----------------|-----------------------|-----------------|---------|--|--|---------|--|--|---------|--|--|--|
| 2. | Do you possess trade license issued by Competent Authorities in India ? If so, please enclose a copy. | | | | | | | | | | | | | |
| 3. | Name of Proprietor / Director | | | | | | | | | | | | | |
| 4. | Furnish following particulars of the Registered Office | | | | | | | | | | | | | |
| | a. Complete Postal Address | | | | | | | | | | | | | |
| | b. Telephone No. | | | | | | | | | | | | | |
| | c. Fax. No. | | | | | | | | | | | | | |
| | d. E-Mail Address | | | | | | | | | | | | | |
| 5. | Furnish following particulars of the Local Branch Office. (if any) | | | | | | | | | | | | | |
| | a. Complete Postal Address | | | | | | | | | | | | | |
| | b. Telephone No. | | | | | | | | | | | | | |
| | c. Fax. No. | | | | | | | | | | | | | |
| | d. E-Mail Address | | | | | | | | | | | | | |
| 6. | PAN No. (Attach Attested Copy) | | | | | | | | | | | | | |
| 7. | TIN No. (Attach Attested Copy) | | | | | | | | | | | | | |
| 8. | If Manufacturer – PI. attach the certificate of Registration If Authorised Dealer / Distributer – PI. attach relevant certificate. | | | | | | | | | | | | | |
| 9. | Financial turnover for the three financial Years.(Please attach copy of certificate by Chartered Accountant in original) | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount (₹ In Lakhs)</th> <th>Remarks, if any</th> </tr> </thead> <tbody> <tr> <td>20 - 20</td> <td></td> <td></td> </tr> <tr> <td>20 - 20</td> <td></td> <td></td> </tr> <tr> <td>20 - 20</td> <td></td> <td></td> </tr> </tbody> </table> | Financial Year | Amount (₹ In Lakhs) | Remarks, if any | 20 - 20 | | | 20 - 20 | | | 20 - 20 | | | |
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| 20 - 20 | | | | | | | | | | | | | | |
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| 20 - 20 | | | | | | | | | | | | | | |

(Attach separate sheet if space provided is insufficient)

10. Give details of the major clients – Educational Institutes/Universities, Government Departments, Research Organisations, to whom item/material of same type have been supplied by the bidder during the last five years in the following format.

| Sl. No | Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id | Name & quantity of the items sold | Purchase Order/Indent No. & Date | Amount ₹ |
|--------|---|-----------------------------------|----------------------------------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

(If the space provided is insufficient, a separate sheet may be attached)

| | | |
|-----|--|--|
| 11. | The agency should not have been black listed or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc. A notarized certificate to this fact should be enclosed with techno-commercial bid as per Annex. VI | |
| 12. | Are you an ISO certified manufacturer? If so, please attach a copy of the certificate. | |
| 13. | Please specify the minimum time required to supply the item / material from the date of receipt of the Purchase Order | |
| 14. | Additional information, if any (Attach separate sheet, if required) | |

Date

Signature of Tenderer

SPECIAL INSTRUCTIONS FOR TWO PART TENDER

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

- 1.1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-
- (i) Part I (Techno-Commercial)
 - (ii) Part II (Price)
- 1.1.2 A. PART-I (TECHNO-COMMERCIAL) This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**
- B. PART-II (PRICE) This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.
- 1.1.3 Part-I (Techno-Commercial) should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar equipment without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.
- 1.1.4 Part-II(Price) shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, third party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATIONS

- 1.2.1 After opening the Part-I (Techno-Commercial) of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-
- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 OPENING OF TENDERS

1.3.1 Part-I (Techno-Commercial) of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the Part-II (Price) will be opened at the second stage on the date and time as intimated after scrutiny of Part-I (Techno-Commercial).

1.3.2 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 (Techno-Commercial) of the tender on the due date and time indicated in the tender inquiry, the opening of the Part-II (Price) 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, etc.

1.3.3 The tenders whose Techno-Commercial Part (Part-I) are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening Part-II (Price) of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenderers will not be opened.**

- Note:-**
1. Part-I (Techno-Commercial) and Part-II (Price) should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say Part-I (Techno-Commercial) or Part-II (Price).
 2. **Both the Part envelops will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.**

Tenders not submitted in the manner specified above will be summarily rejected.

PRICE BID

(To be submitted in a separate sealed envelope)

Enquiry No. _____

Supply of : _____

Currency : _____

| Sl. No | Description of Material | Quantity | Rate Quoted per Unit | Total Amount |
|--------|---------------------------------------|----------|----------------------|--------------|
| 1. | | | | |
| | Total | | | |
| | Discount Offered | | | |
| | Discounted Price | | | |
| | Taxes & Duties | | | |
| | Net Price Offered (in Fig. and words) | | | |

Note : 1. The basic price should be FOR, Institute. / FOB International Airport (in case of foreign supply)
Please indicate basic price, discount offered, Taxes, Duties, separately.
2. Price of Optional items and accessories shall be quoted separately.

Date

Signature of the Tenderer

Place

Stamp

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To

WHEREAS
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ₹(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....
Seal, name & address of the Bank and address of the Branch

CERTIFICATE & DECLARATION

It has been Certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Bhopal is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER, Bhopal is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarised ₹ 100/- NJ Stamp Paper.