

**TENDER/BID DOCUMENT****OPEN TENDER FOR SUPPLY AND INSTALLATION OF LAB EQUIPMENTS AT DEPARTMENT OF PHARMACY, RIPANS****(e –Procurement)**

Bid Document Downloading Start Date	18:00 hours of 12/09/2017
Pre-Bid Conference and Clarification Date	12:00 hours of 19/09/2017
Last Date and Time for Submission of Bid Document Online	14:00 hours of 09/10/2017
Last date and Time of Receipt of Earnest Money Deposit and Tender Fee (hard copies)	14:00 hours of 09/10/2017
Date and Time of Opening of Techno - Commercial Bids	14:00 hours of 10/10/2017
Cost of Tender Fee	Rs.1000.00
Cost of Earnest Money Deposit (EMD)	Rs.1,00,000.00

Bidders /Tenderers can download the tender /bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) . Bidders /Tenderers are requested to submit their bid online, by uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)

Tender documents can also be downloaded from the institute's website [www.ripans.ac.in](http://www.ripans.ac.in) For further details regarding amendment/ addendum/ extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.ripans.ac.in](http://www.ripans.ac.in)

In the event of the date being declared as a closed holiday for purchaser's office, the opening of bids online will be the following working day at the appointed time.

**Regional Institute of Paramedical and Nursing Sciences**  
*(An Autonomous Institute of Ministry of Health and Family Welfare, Government of India)*  
 Zemabawk, Aizawl, Mizoram Pin-796017  
 Website : [www.ripans.ac.in](http://www.ripans.ac.in)

**INDEX**

<b>SECTION</b>	<b>PARTICULARS</b>	<b>PAGE NO</b>
<b>Section I</b>	<b>Notice Inviting Tender (NIT)</b>	<b>1 – 3</b>
<b>Section II</b>	<b>General Instructions to Tenderers (GIT)</b>	<b>4 – 20</b>
<b>Section III</b>	<b>Special Instructions to Tenderers (SIT)</b>	<b>21</b>
<b>Section IV</b>	<b>General Conditions of Contract (GCC)</b>	<b>22 – 32</b>
<b>Section V</b>	<b>Special Conditions of Contract (SCC)</b>	<b>33 – 34</b>
<b>Section VI</b>	<b>Schedule of Requirements &amp; Technical Specifications</b>	<b>35 – 37</b>
<b>Section VII</b>	<b>Qualification Criteria</b>	<b>38</b>
<b>Section VIII</b>	<b>Format for Performance Statement</b>	<b>39</b>
<b>Section IX</b>	<b>Tender Form</b>	<b>40</b>
<b>Section X</b>	<b>Price Schedule for Domestic goods or goods of foreign origin located within India</b>	<b>41</b>
<b>Section XI</b>	<b>Price Schedule for Annual Comprehensive Maintenance Contract</b>	<b>42</b>
<b>Section XII</b>	<b>Bank Guarantee Form for EMD</b>	<b>43</b>
<b>Section XIII</b>	<b>Bank Guarantee Form for Performance Security/CMC</b>	<b>44</b>
<b>Section XIV</b>	<b>Check List for the Tenderers</b>	<b>45 - 47</b>
<b>Section XV</b>	<b>Contract Forms for supply, installation, commissioning, handing over, trial run, etc.</b>	<b>48</b>
<b>Section XVI</b>	<b>Contract Forms for Annual Comprehensive Maintenance Contract</b>	<b>49</b>
<b>Section XVII</b>	<b>Proforma for Consignee Receipt Certificate</b>	<b>50</b>
<b>Section XVIII</b>	<b>Contract Agreement Format</b>	<b>51 - 52</b>
<b>Section XIX</b>	<b>Consignee List</b>	<b>53</b>

**Regional Institute of Paramedical and Nursing Sciences**  
(An Autonomous Institute of Ministry of Health and Family Welfare, Government of India)  
Zemabawk, Aizawl, Mizoram Pin-796017  
Website : [www.ripans.ac.in](http://www.ripans.ac.in)

**SECTION-1**  
**NOTICE INVITING TENDERS (NIT)**

Online tenders, in two-bid system are invited by Director, Regional Institute of Paramedical And Nursing Sciences (RIPANS), Aizawl, Mizoram supply and installation of Laboratory Equipment/Instrument for the Department of Pharmacy at RIPANS, Aizawl, Mizoram.

Sl.No.	Name of the items	Quantity	Earnest Money Deposit (EMD)
1	Supply and installation of Laboratory Equipment/Instrument for the Department of Pharmacy at RIPANS, Aizawl, Mizoram.	As per schedule of requirement in Section VI	<b>Rs.1,00,000.00</b> (Rupees One Lakh ) only

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in).
4. Tender document can also be downloaded from the Institute's website at [www.ripans.in](http://www.ripans.in). For further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.ripans.ac.in](http://www.ripans.ac.in).
5. Non –Refundable Tender Fee of Rs 1000.00 (Rupees One thousand only) only in the form of e-payment/online payment receipt in favour of Director, RIPANS, Aizawl shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Director, RIPANS, Zemabawk, Aizawl, Mizoram - 796017 within the stipulated date and time.

**The Bank Details for online payment of the Tender fee are as below:**

Name of Account Holder	Director, RIPANS
Name of Bank	Bank of Baroda
Bank Branch	RIPANS, Aizawl, Mizoram
Account Number	30800100002790
IFSC	BARB0RIPANS
MICR Code	796012003

6. Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque drawn in favour of Director, RIPANS, Aizawl, or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Director, RIPANS, Zemabawk, Aizawl, Mizoram 796017 within the stipulated date and time.

**Note:** 50% (fifty percent) Relaxation on Earnest Money Deposit for tenderers/ bidders who belong to ST community provided they upload a scanned copy of Original/ attested copy of Tribal Certificate issued by the concerned Authority.

7. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed times.
8. Bidders/Tenderers need to scan and upload the required documents like GST/Sales tax registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the Techno-commercial bid, as per Check List (**SECTION – XIV**).
9. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. RIPANS /Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template. Quoted rate should be inclusive of all taxes and duties.

11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender. .
12. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RIPANS, Aizawl ([www.ripans.ac.in](http://www.ripans.ac.in)) and Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
13. The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized/awarded.
14. Settlement of disputes – Director, RIPANS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

**For any clarification and further details please contact @ Telephone No: 0389 – 2350521/2350522 or contact in person during office hours.**

Director  
Regional Institute of Paramedical and Nursing Sciences  
Aizawl, Mizoram

## SECTION – II

### GENERAL INSTRUCTIONS TO TENDERERS (GIT)

#### A. PREAMBLE:

##### 1. Definitions and Abbreviations:

1.1. The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

##### 1.2. Definitions:

- i. **“Purchaser”** means REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES (RIPANS), Zemabawk, Aizawl 796017 (Mizoram).
- ii. **“Tender”** means Bids /Quotation /Offer received from a Company /Firm /Tenderer/ Bidder.
- iii. **“Tenderer”** means Bidder/ the Individual or Firm / Company submitting Bids / Quotation / Tender
- iv. **“Supplier”** means the individual or the firm supplying the goods and services as incorporated in the contract.
- v. **“Goods”** means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract.
- vi. **“Services”** means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- vii. **“Earnest Money Deposit”** (EMD) means Bid Security/ monetary or financial guarantee to be submitted online and offline by a tenderer along with the Technical bid.
- viii. **“Contract”** means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- ix. **“Performance Security”** means monetary or financial guarantee to be furnished by the successful tenderer/ Bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- x. **“Consignee”** means the Institute/concerned user department/ person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that “another” person is the consignee, also known as ultimate consignee.

- xi. **“Requirement & Specification”** means the document/standard that prescribes the list of requirement with which goods or service has to conform.
- xii. **“Inspection”** means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- xiii. **“Day”** means calendar day.

**1.3. Abbreviations:**

- i. “T E” Document” means Tender Enquiry Document
- ii. “NIT” means Notice Inviting Tenders.
- iii. “GIT” means General Instructions to Tenderers
- iv. “SIT” means Special Instructions to Tenderers
- v. “GCC” means General Conditions of Contract
- vi. “SCC” means Special Conditions of Contract
- vii. “DGS&D” means Directorate General of Supplies and Disposals
- viii. “CPPP” means Central Public Procurement Portal
- ix. “PSU” means Public Sector Undertaking
- x. “CPSU” means Central Public Sector Undertaking
- xi. “LSI” means Large Scale Industry
- xii. “SSI” means Small Scale Industry
- xiii. “NSCI” National Small Industries Corporation
- xiv. “LC” means Letter of Credit
- xv. “DP” means Delivery Period
- xvi. “BG” means Bank Guarantee
- xvii. “ED” means Excise Duty
- xviii. “CD” means Custom Duty
- xix. “GST” means Goods & Service Tax
- xx. “BL” means Bill of Lading
- xxi. “FOB” means Free on Board

- xxii. "CIF" means Cost, Insurance and Freight
- xxiii. "CIP" means Carriage and Insurance Paid up to Consignee site. Additionally the Insurance (local transportation and storage) would be extended and borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery.
- xxiv. "DDP" means Delivery Duty Paid named place of destination (Consignee site)
- xxv. "INCOTERMS" means International Commercial Terms as on the date of Tender Opening
- xxvi. "MOH&FW" means Ministry of Health & Family Welfare, Government of India
- xxvii. "RIPANS" means Regional Institute of Paramedical and Nursing Sciences, Aizawl, MOH&FW.
- xxviii. "AMC" means Annual Maintenance Contract.

### **Introduction**

- 1.4. The Purchaser has issued TE documents for purchase of goods and related services which also indicates, inter alia, the required delivery schedule, terms and place of delivery.
- 1.5. This section (Section II - "General Instruction to Tenderers") provides the relevant information as well as instructions to assist the prospective tenderers/bidders in preparation and online submission of tenders. It also includes the mode and procedure to be adopted by the purchaser for online receipt and online opening as well as online scrutiny and online evaluation of tenders and subsequent placement of contract.
- 1.6. The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. **Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.**
- 1.7. Before formulating the tender and online submitting the same to the purchaser, the tenderer/ Bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. **Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.**

### **3. Availability of Funds**

- 3.1. Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee.



#### **4. Language of Tender**

- 4.1. The tender submitted online by the tenderer/ bidder and all subsequent correspondence and documents relating to the tender exchanged between the tenderer/ bidder and the purchaser, shall be written in English only.

#### **5. Eligible Tenderers/ Bidders**

- 5.1. This invitation for tenders is open to all suppliers who fulfil the eligibility criteria specified in this document.

#### **6. Eligible Goods and Services**

- 6.1. All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

#### **7. Tendering Expense**

- 7.1. The tenderer/ bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and online submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

### **B. TENDER ENQUIRY DOCUMENTS:**

#### **8. Content of Tender Enquiry Documents**

- 8.1. The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers are expected to examine all such details, etc to proceed further.

#### **9. Amendments to TE documents**

- 9.1. At any time prior to the deadline for online submission of tenders, the purchaser may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it.
- 9.2. Such an amendment will be notified /displayed in the website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.ripans.in](http://www.ripans.in)
- 9.3. In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the purchaser may or may not, at its discretion, extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

## 10. Clarification of TE documents :

- 10.1. A tenderer/bidder requiring any clarification or elucidation on any issue of the TE documents may take up the same with the purchaser in writing or **raise a query at the time of pre-bid meeting**. The purchaser will respond in writing to such request provided the same is received by the purchaser not later than fifteen days (unless otherwise specified in the SIT) prior to the prescribed date of online submission of tender.

## C. PREPARATION OF TENDERS:

### 11. Documents Comprising the Tender

- 11.1. The Two Tender/ Bid System, i.e. "Technical Tender/ Bid" and "Price /Financial Tender/ Bid" prepared by the tenderer/ Bidder shall comprise the following:

#### a) Technical Tender/ Bid

- i. Earnest money furnished in accordance with GIT clause 19.1 alternatively, documentary evidence as per GIT clause 19.2 for claiming exemption from payment of earnest money.
- ii. Tender Form as per **Section IX** (Tender Acceptance).
- iii. Documentary evidence, as necessary in terms of clauses 5 and 17 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- iv. Tenderer/Agent who quotes for goods manufactured by other manufacturer shall furnish Manufacturer's Authorisation Certificate.
- v. Power of Attorney, if any, in favour of signatory of TE documents and signatory of Manufacturer's Authorisation Certificate.
- vi. Documents and relevant details to establish in accordance with GIT clause 18 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the TE documents.
- vii. Performance Statement as per Section VIII along with relevant copies of orders and end users' satisfaction certificate.
- viii. Price Schedule as per BOQ (**Financial Bid**) with all the details including Make, Model etc. of the goods offered with prices blank (without indicating any prices).
- ix. Checklist as per **Section XIV**.

## **b) Price Tender:**

The information given at clause no. **11.1 a (ii) & (viii)** above should be reproduced with the prices indicated.

## **N.B. (nota bene)**

It is the responsibility of tenderer to go through the TE document to ensure furnishing all required documents in addition to above, if any.

- 11.2. The authorized signatory of the tenderer must sign the tender duly stamped at appropriate places and initial all the remaining pages of the tender.
- 11.3. A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 11.4. Tender document sent by **Speed Post /Registered Post /Courier /Fax /Mail** or any other related mode, other than by online submission, through **www.eprocure.gov.in** shall be ignored.

## **12. Tender currencies :**

- 12.1. The tenderer supplying indigenous goods or already imported goods shall quote only in **Indian Rupees only inclusive of all taxes and duties.**
- 12.2. Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

## **13. Tender Prices**

- 13.1. The Tenderer/Bidder shall indicate on the Price Schedule (**BOQ –Financial Bid**) provided all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified as “0” by the tenderer in the BOQ given in excel sheet format.

### **13.2. Additional information and instruction on Duties and Taxes:**

- 13.2.1. If the Tenderer desires to ask for Excise duty, Sales tax/GST against Form D/ VAT/ CENVAT, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

### **13.2.2. Excise Duty:**

- a) If reimbursement of excise duty is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.
- b) If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in rejection of that tender.
- c) Subject to sub clauses 13.2.2 (a) & (b) above, any change in excise duty upward/downward as a result of any statutory variation in excise duty taking place within contract terms shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to the purchaser by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any, obtained by the supplier.

### **13.2.3. Sales Tax:**

If a tenderer asks for Sales Tax/GST against form D/ VAT/CENVAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The sales tax /GST against form D / VAT/CENVAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax/ CST against form D / VAT/CENVAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract. If any refund of Tax is received at a later date, the Supplier must return the amount forth-with to the purchaser.

### **13.2.4. Octroi Duty and Local Duties & Taxes:**

Normally, goods to be supplied to government departments against government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned government department. Keeping this in view, the supplier shall ensure that the stores to be supplied by the supplier against the contract placed by the purchaser are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the purchaser. However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the purchaser to enable the purchaser reimburse the supplier and take other necessary action in the matter.

### **13.2.5. Customs Duty:**

In respect of imported stores offered from abroad, the tenderer shall specify the rate as well as the total amount of customs duty payable with CDEC, if applicable, on the quoted goods in the Price Schedule. The tenderer shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.

13.3. For insurance of goods to be supplied, relevant instructions as provided under GCC Clause shall be followed.

13.3.1. The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 13) is for the purpose of comparison of the tenders by the purchaser and will no way restrict the purchaser's right to award the contract on the selected tenderer on any of the terms offered.

### **14. Indian Agent**

14.1. If a foreign tenderer/ Bidder has engaged an agent in India in connection with its tender, the foreign tenderer/ Bidder shall also furnish the following information:

- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement.
- c) Details of Service outlets in India, nearest to the consignee(s), to render services during Warranty period.

### **15. Firm Price**

15.1. Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

15.2. However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 13 will apply.

### **16. Alternative Tenders**

16.1. Alternative Tenders are not permitted.

16.2. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product. In a tender, either the Indian Agent on behalf of the Principal/OEM or Principal/OEM itself can bid both but cannot bid simultaneously for the same item/product in the same tender.

## **17. Documents Establishing Tenderer's Eligibility and Qualifications :**

- 17.1. Pursuant to GIT clause 11, the tenderer shall furnish, as part of the tender, relevant details and documents establishing his eligibility to quote and the qualifications to perform the contract if his tender is accepted.
- 17.2. The documentary evidence needed to establish the tenderer's qualifications shall fulfil the following requirements:
- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorised by the goods manufacturer to quote for and supply the goods to the purchaser. The tenderer shall submit the manufacturer's authorization letter to this effect.
  - b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the **Section VII** in these documents.
  - c) In case the tenderer is not doing business in India, it is duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.
  - d) In case the tenderer is an Indian agent/authorized representative quoting on behalf of a foreign manufacturer for the restricted item, the Indian agent/authorized representative is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.
  - e) The Tenderer/ Bidder should have a valid GST Registration and should upload the original scanned copy along with the Technical Bid.

## **18. Documents establishing Good's Conformity to TE document.**

- 18.1. The tenderer shall provide in his tender the required as well as the relevant documents like brochure/ catalogues, technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the purchaser in the TE documents.
- 18.2. In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity and provide the same along with his tender.

18.3. If a tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, his tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

### **19. Earnest Money Deposit (EMD):**

19.1. Pursuant to Section-I clause 6, the tenderer/bidder shall furnish along with his tender, Earnest money for the amount prescribed in **Section – I (NIT)** (50% deduction for ST). The earnest money is required to protect the purchaser against the risk of the tenderer's/bidders unwarranted conduct as amplified under sub-clause 19.7 below.

19.2. The EMD shall be forfeited if successful bidder fails to undertake the contract or fails to comply with any of the terms & conditions of the contract.

19.3. The Earnest money shall be denominated in Indian and should be furnished in one of the following forms:

- i. Account Payee Demand Draft
- ii. Fixed Deposit Receipt
- iii. Banker's cheque and
- iv. Bank Guarantee

19.4. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any commercial bank in India or country of the tenderer, in favour of the "Director, RIPANS, Aizawl". In case of bank guarantee, the same is to be provided from any Nationalised bank in India or country of the tenderer as per the format specified under Section XII in these documents.

19.5. The Earnest money shall be valid for a period of Forty Five (45) days beyond the validity period of the tender. Tender validity period as per Clause 20 of GIT is 1 year.

19.6. Unsuccessful tenderers/ bidders earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.

19.7. Earnest Money is required to protect the purchaser against the risk of the Tenderer's/bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful tenderer's/bidder's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

## 20. Tender Validity :

- 20.1. The tendered rates and the validity of bids shall be for a minimum period of 1 (One) year from the date, as the tender are finalized /awarded. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 20.2. In exceptional cases, the tenderers/bidder may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/email followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly. A tenderer/bidder, however, may not agree to extend the tender validity without forfeiting the EMD.
- 20.3. In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

## 21. Signing and Sealing of Tender :

- 21.1. The tenderers/ Bidders shall submit their tenders online as per the instructions contained in GIT Clause 11.
- 21.2. The tenderer has to scan all the documents and upload the same, as prescribed above.
- 21.3. TE document seeks quotation following two Tender/ Bid System, in two parts. First part will be known as “**Technical Tender/ Bid**” and the second part “**Price Tender/ Bid**” as specified in clause 11 of GIT.

## D. SUBMISSION OF TENDERS :

### 22. Online Submission of Tenders :

- 22.1. The tenderers/ bidders have to submit the tenders online (Technical bid and Financial bid) at [www.eprocure.gov.in](http://www.eprocure.gov.in)
- 22.2. The tenderers/ bidders must ensure that they deposit their tenders not later than the closing time and date specified for online submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be received up to the appointed time on the next working day.
- 22.3. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website **[www.eprocure.gov.in](http://www.eprocure.gov.in)**
- 22.4. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.



- 22.5. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats.
- 22.6. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 22.7. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 22.8. The rates should be quoted as per the BOQ downloaded for that particular tender.

### **23. Late Tender :**

- 23.1. A tender, which is received after the specified date and time for receipt of online tenders will be treated as “**LATE**” tender and will be ignored.

### **24. Alteration and Withdrawal of Tender :**

- 24.1. As per provision in the Central Public Procurement Portal where the e-procurement system will be operating. No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the Earnest money furnished by the tenderer.

### **E. Tender Opening :**

#### **25. Opening of Tenders :**

- 25.1. The purchaser will open the tenders online at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.
- 25.2. Authorized representatives of the tenderers may attend the online tender opening provided they bring with them letters of authority from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives names & signatures and corresponding tenderers names and addresses.
- 25.3. Two – Tender/ bid system as mentioned in para 21.3 above will be as follows. The Technical Tenders/ Bids are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the TE document. During the Technical Tenders/ Bids opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Price Tenders/ Bids of only the Technical Tenders/ Bids acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Tenders/ Bids. The prices, special discount if any of the goods offered etc., as deemed fit by tender opening official(s) will be read out.

## F. SCRUTINY AND EVALUATION OF TENDERS :

### 26. Basic Principle :

26.1. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

### 27. Preliminary Scrutiny of Tenders :

27.1. The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished and whether the Tenders are generally in order.

27.2. Prior to the detailed evaluation of Price Tenders, the Purchaser will determine the substantial responsiveness of each Tender to the TE Document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the TE Documents without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 15), EMD (GIT Clause 19), Taxes & Duties (GCC Clause 20), Force Majeure (GCC Clause 26) and Applicable law (GCC Clause 31) will be deemed to be a material deviation. The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

27.3. If a Tender is not substantially responsive, it will be rejected by the Purchaser.

27.4. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.

27.5. The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;

- i. Tender form as per **Section IX** (signed and stamped) is not uploaded.
- ii. Tender is to be digitally signed during the process of submitting/uploading.
- iii. Tender validity is shorter than the required period.
- iv. Required EMD (Amount, validity etc.)
- vi. Tenderer has not agreed to give the required performance security.
- vii. Goods offered are not meeting the tender enquiry specification.
- viii. Tenderer has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
- ix. Poor/ unsatisfactory past performance.

- x. Tenderer who stand deregistered/banned/blacklisted by any Govt. Authorities.
- xi. Tenderer is not eligible as per GIT Clauses 5.1 & 17.1.

**28. Discrepancies in Prices :**

- 28.1. The prices offered by the bidders in the given BOQ will be taken as final. Claims, if any, in respect of any changes in the offered prices shall not be acceptable at any point of time.
- 28.2. If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by email followed by registered / speed post. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

**29. Discrepancy between original and copies of Tender :**

- 29.1. In case any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, the purchaser will convey its observation suitably to the tenderer by email followed by register / speed post and, if the tenderer does not accept the purchaser's observation, that tender will be liable to be ignored.

**30. Qualification Criteria :**

- 30.1. Tenders of the tenderers, who do not meet the required Qualification Criteria prescribed in Section VII, will be treated as non - responsive and will not be considered further.

**31. Tenderer's capability to perform the contract :**

- 31.1. The purchaser, through the process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily.
- 31.2. The above-mentioned determination will, inter-alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the TE document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by the purchaser.

### **32. Contacting the Purchaser :**

- 32.1. From the time of submission of tender to the time of awarding the contract, if a tenderer/ bidder needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, He should do so only in writing.
- 32.2. In case a tenderer/ bidder attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer/ bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the purchaser.

### **G. AWARD OF CONTRACT :**

#### **33. Purchaser's Right to accept any tender and to reject any or all tenders :**

- 33.1. The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers/ bidders.

#### **34. Award Criteria :**

- 34.1. Subject to GIT clause 33 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by the purchaser. However, the institute is not bound to accept the lowest rates if the lowest Goods/Service/Items are not up to the satisfactory level of the Institute or as per the terms of GIT Clause 31.

#### **35. Variation of Quantities at the Time of Award/ Currency of Contract :**

- 35.1. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and services mentioned in the schedule (s) in the "Schedule of Requirements" (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the tenderer/ Bidder.
- 35.2. If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by up to twenty five (25) per cent, the quantity of goods and services mentioned in the contract (rounded off to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract.

### **36. Notification of Award :**

- 36.1. Before expiry of the tender validity period, the purchaser will notify the successful tenderer(s) in writing, by registered / speed post or by fax/ (to be confirmed by registered / speed post) e-mail, that his tender for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer/ bidder must furnish to the purchaser the required performance security within fifteen(15) days from the date of dispatch of this notification. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.
- 36.2. The Notification of Award shall constitute the conclusion of the Contract.
- 36.3. Bidders/tenderer undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance /order, failing which EMD/security deposit may be forfeited and name may be removed from the list of suppliers at RIPANS, Aizawl.

### **37. Non-receipt of Performance Security and Contract by the Purchaser :**

- 37.1. Failure of the successful tenderer/ bidder in providing performance security and / or not signing the contract within the specified time shall make the tenderer liable for forfeiture of his EMD and, also, for further actions by the purchaser against it.

### **38. Return of EMD :**

- 38.1. The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 19.6.

### **39. Publication of Tender Result :**

- 39.1. The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the CPPP/notice board/website of the purchaser.

### **40. Corrupt or Fraudulent Practices :**

- 40.1. It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: - defines, for the purposes of this provision, the terms set forth below as follows:
  - a) "**corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

- b) **"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers/ bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- c) Will reject a proposal for award if it determines that the Tenderer/ bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- d) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

## **SECTION - III**

### **SPECIAL INSTRUCTIONS TO BIDDERS (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Bidders (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

#### **A. Preamble**

No Change

#### **B. TE documents**

No Change

#### **C. Preparation of Tenders**

No Change

#### **D. Submission of Tenders**

GIT Clause 22.1 Tenderers shall ensure that their tenders complete in all respects shall be scanned and submitted online at [www.eprocure.gov.in](http://www.eprocure.gov.in) within the stipulated date and time. It is advised to all bidders to submit their bids well before the closing date/time to avoid any difficulties in bidding process during the closing hour.

#### **E. Tender Opening**

No Change

#### **F. Scrutiny and Evaluation of Tenders**

No Change

#### **H. Award of Contract**

No Change

## **SECTION - IV**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **1. Application :**

- 1.1. The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V, Schedule of Requirements & Technical Specifications under Section VI of this document.

#### **2. Use of contract documents and information :**

- 2.1. Except the contract issued to the supplier, each and every other document shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

#### **3. Country of Origin**

- 3.1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 3.2. The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

#### **4. Performance Security :**

- 4.1. Within thirty (30) days from date of the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser at **5%** of the contract value valid up to **sixty days** after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 4.2. The Performance security shall be denominated in Indian Rupees or in the currency of the contract as detailed below:
  - a) It shall be in any one of the forms namely Account Payee / Demand Draft or Fixed Deposit Receipt drawn from any Scheduled bank in India or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in Section XIII of this document in favour of the purchaser.
  - b) The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to 2 months beyond Warranty Period.
- 4.3. In the event of any failure /default of the supplier with or without any quantifiable loss to the government including furnishing of consignee wise Bank Guarantee as per Proforma in Section XIII, the amount of the performance security is liable to be forfeited.
- 4.4. In the event of any amendment issued to the contract, the supplier shall, within fifteen (15) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.



- 4.5. The supplier, on the approval of the competent authority, shall enter into Annual Maintenance Contract with the purchaser/consignees, 3 (three) months prior to the completion of Warranty Period.
- 4.6. Subject to GCC sub – clause 4.3 above, the purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.
- 4.7. During maintenance & warranty period the bidder's technical representative, shall attend to the machine /equipment within 48 hours and ensure uptime on immediate basis.

## **5. Technical Specifications and Standards :**

- 5.1. The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications mentioned in Schedule of Requirement & Technical Specification Section VI of this document.

## **6. Packing and Marking :**

- 6.1. The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.
- 6.2. The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications.
- 6.3. Packing instructions: Unless otherwise mentioned in the Schedule of Requirement Technical Specification under Sections VI and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:
  - a) contract number and date
  - b) brief description of goods including quantity
  - c) packing list reference number
  - d) consignee's name and full address and
  - f) Supplier's name and address

## **7. Inspection, Testing and Quality Control :**

- 7.1. The purchaser and/or its nominated representative(s) will, without any extra cost to the purchaser, inspect and/or test the ordered goods and the related services to confirm their conformity to the contract specifications. The purchaser shall inform the supplier for join-inspection and, also the identity of the officials to be deputed for this purpose.

- 7.2. The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted.

If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, the purchaser's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser's inspector for conducting the inspections and tests again.

- 7.3. In case the contract stipulates pre-despatch inspection of the ordered goods at supplier's premises, the supplier shall put up the goods for such inspection to the purchaser's inspector well ahead of the contractual delivery period, so that the purchaser's inspector is able to complete the inspection within the contractual delivery period.
- 7.4. If the supplier tenders the goods to the purchaser's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.
- 7.5. The purchaser's/consignee's contractual right to inspect, test and, if necessary, reject the goods after the goods arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser's inspector during pre-despatch inspection mentioned above.
- 7.6. Goods accepted by the purchaser/consignee and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's/consignee's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.

## **8. Terms of Delivery :**

- 8.1. Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

## **9. Transportation of Goods :**

- 9.1. Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement: In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.
- 9.2. In the case of FOB/FCA contract, the date of issue of the Bill of Lading/Air Way Bill shall be considered the date of delivery.

## **10 .Insurance :**

- 10.1. Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:
- i. Wherever necessary, the goods supplied under the contract shall be fully insured in a freely convertible currency in the manner specified in the contract. If considered necessary, the insurance may be done for coverage on “all risks” basis including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure, which may be incurred due to any such damage, loss etc.
  - ii. In case of supply of domestic goods on Delivery Duty Paid (DDP) basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of the Purchaser or its Consignee.

## **11. Incidental services :**

- 11.1. Subject to the stipulation, if any, in the SCC (Section – V), Schedule of Requirements & Technical Specification (Section – VI), the supplier shall be required to perform the following services:
- i. Installation & commissioning, Supervision and Demonstration of the goods
  - ii. Providing required jigs and tools for assembly, minor civil works required for the completion of the installation.
  - iii. Training of Consignee’s Doctors (if required), Staff, operators etc. for operating and maintaining the goods
  - iv. Supplying required number of operation & maintenance manual for the goods

## **12. Distribution of Dispatch Documents for Clearance/Receipt of Goods :**

The supplier shall send all the relevant despatch documents well in time to the purchaser to enable the purchaser clear or receive (as the case may be) the goods in terms of the contract.

Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:

- a) For Domestic Goods, including goods already imported by the supplier under its own arrangement Within 24 hours of despatch, the supplier shall notify the purchaser, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract): Four copies of supplier’s invoice showing contract number, goods description, quantity, unit price and total amount; Consignee Receipt Certificate as per Section XVII in original issued by the authorized representative of the consignee; Two copies of packing list identifying contents of each package; Certificate of origin; Insurance Certificate; & Manufacturer’s/Supplier’s warranty certificate & In-house inspection certificate.

**13. Warranty :**

- 13.1. The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per the purchaser's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 13.2. This warranty shall remain valid for at least one (1) year after the goods or any portion hereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by the purchaser in terms of the contract, unless specified otherwise in the SCC.
- 13.3. In case of any claim arising out of this warranty, the purchaser/consignee shall promptly notify the same in writing to the supplier.
- 13.4. Upon receipt of such notice, the supplier shall immediately repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/goods thereafter.
- 13.5. In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/replaced goods shall be extended to a further period of twelve (12) months from the date such rectified / replaced goods starts functioning to the satisfaction of the purchaser.
- 13.6. If the supplier, having been notified, fails to rectify/replace the defect(s) within fifteen (15) days, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier.
- 13.7. The Purchaser/Consignee reserve the rights to enter into Annual Maintenance Contract between Consignee and the Supplier for the period as mentioned in Clause 4 of Section-V, SCC after the completion of warranty period.
- 13.8. The supplier shall ensure continued supply of the spare parts for the machines and equipments supplied by them to the purchaser after the expiry of Warrantee period.
- 13.9. The Supplier shall always accord most favoured client status to the Purchaser vis-à-vis its other Clients/Purchasers of its equipments/machines/goods etc. and shall always give the most competitive price for its machines/equipments supplied to the Purchaser.
- 13.10. During maintenance & warranty period the bidder's technical representative, shall attend to the machine /equipment within 48 hours and ensure uptime on immediate basis and shall ensure presence at RIPANS for 24 hours, after uptime is ensured.

#### **14. Assignment :**

14.1. The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.

#### **15. Sub Contracts :**

15.1. The Supplier shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.

15.2. Sub contract shall be only for bought out items and sub-assemblies.

#### **16. Modification of contract :**

16.1. If necessary, the purchaser may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for the purchaser,
- b) Mode of packing,
- c) Incidental services to be provided by the supplier,
- d) Mode of despatch,
- e) Place of delivery, and
- f) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

16.2. In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by the purchaser, the supplier shall convey its views to the purchaser within twenty- one days from the date of the supplier's receipt of the purchaser's amendment / modification of the contract.

#### **17. Prices :**

17.1. Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender and incorporated in the contract except for any price adjustment authorised in the SCC.

#### **18. Taxes and Duties :**

18.1. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the purchaser. Further instruction, if any, shall be as provided in the SCC.

## **19. Terms and Mode of Payment :**

### **19.1. Payment Terms :**

Payment shall be made via online/net banking (only) after successful installation and commissioning of the system subject to the satisfactory of the purchaser. No advanced payment will be considered.

### **19.2. Payment for Annual Maintenance Contract Charges:**

The consignee will enter into AMC with the supplier at the rates as quoted in the Financial Bid/Price Bid ( BOQ). The payment of AMC will be made on six monthly basis after satisfactory completion of said period, duly certified by the consignee on receipt of bank guarantee for an amount equivalent to 10% of the AMC value valid till 2 months after expiry of entire AMC period.

## **20. Delay in the supplier's performance :**

- 20.1. The supplier shall deliver the goods and perform the services under the contract within the time schedule specified by the purchaser as incorporated in the contract.
- 20.2. Subject to the provision under GCC clause 24, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
  - i. Imposition of liquidated damages,
  - ii. Forfeiture of its performance security and
  - iii. Termination of the contract for default.
- 20.3. If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the purchaser in writing about the same and its likely duration and make a request to the purchaser for extension of the delivery schedule accordingly. On receiving the supplier's communication, the purchaser shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 20.4. When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter-alia contain the following conditions:
  - a) The purchaser shall recover from the supplier, under the provisions of the clause 21 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
  - b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, GST/CST against form D/ VAT/CENVAT, Service Tax and Works Contract Tax or on account of any other tax or duty which may be levied in respect of the goods and

services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

- c) But nevertheless, the purchaser shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, GST /CST against form D/ VAT/CENVAT, Service Tax and Works Contract Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

20.5. The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before despatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

## **20. Liquidated damages :**

21.1. Subject to GCC clause 24, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the purchaser shall, without prejudice to other rights and remedies available to the purchaser under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to **0.5%** per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of **10%** of the contract price. Once the maximum is reached purchaser may consider termination of the contract as per GCC 22.

During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 20.4 above shall also apply.

## **22. Termination for Default :**

22.1. The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC sub-clauses 20.3 and 20.4.

22.2. In the event of the purchaser terminates the contract in whole or in part, pursuant to GCC sub-clause 22.1 above, the purchaser may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the purchaser for the extra expenditure, if any, incurred by the purchaser for arranging such procurement.

22.3. Unless otherwise instructed by the purchaser, the supplier shall continue to perform the contract to the extent not terminated.

### **23. Termination for insolvency :**

- 23.1. If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the purchaser.

### **24. Force Majeure :**

- 24.1. Notwithstanding the provisions contained in GCC clauses 20, 21 and 22, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 24.2. For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.
- 24.3. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 24.4. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty  
  
days, either party may at its option terminate the contract without any financial repercussion on either side.
- 24.5. In case due to a Force Majeure event the purchaser is unable to fulfil its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

### **25. Termination for convenience :**

- 25.1. The purchaser reserves the right to terminate the contract, in whole or in part for its (purchaser's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the purchaser. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.



25.2. The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the purchaser following the contract terms, conditions and prices. For the remaining goods and services, the purchaser may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

**26. Governing language :**

26.1. The contract shall be written in English language following the provision as contained in GIT clause 4. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

**27. Notices :**

27.1. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or email and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

27.2. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**28. Resolution of disputes :**

28.1. If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

28.2. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser/ Consignee and Supplier relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to Director, RIPANS, Aizawl and the decision of Director, RIPANS, shall be final and binding on the parties to the contract.

**28.3. Venue of Arbitration:**

The venue of arbitration shall be the place from where the contract has been issued, i.e., Aizawl.

28.4. The courts at Aizawl will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Aizawl court shall have jurisdiction in the matter.

**29. Applicable Law :**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**30. General/ Miscellaneous Clauses :**

Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier/its Indian Agent/AMC Provider on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof. The Supplier shall notify the Purchaser/ Institute of any material change that would impact on performance of its obligations under this Contract. Each member/constituent of the Supplier/its Indian Agent/AMC Provider, in case of consortium shall be jointly and severally liable to and responsible for all obligations towards the Purchaser/ Institute for performance of contract/services including that of its Associates/Sub Contractors under the Contract.

The Supplier/its Indian Agent/AMC Provider shall at all times, indemnify and keep indemnified the Purchaser/ Institute against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Contract. The Supplier/its Agent/AMC Provider shall, at all times, indemnify and keep indemnified the Purchaser/ Institute against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the supplier/its associate/affiliate etc.

All claims regarding indemnity shall survive the termination or expiry of the contract.

## **SECTION – V SPECIAL CONDITIONS OF CONTRACT (SCC)**

- *The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below.*
- *These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses.*
- *Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.*

### **GENERAL POINTS:**

#### **1. Warranty:**

- a) Warranty for at least one (1) year for complete equipment (including software up gradation, spares, accessories, wires /cables, etc) from the date of satisfactory installation, commissioning, trial run & handing over of equipment to Institution after which Warranty as per Conditions of Contract of the TE document shall follow.
- b) All software updates (if required by the system) should be provided free of cost during Warranty period. During maintenance & warranty period the bidder's technical representative, shall attend to the machine immediately and ensure uptime on immediate basis and shall ensure presence at RIPANS for 24 hours, after uptime is ensured. In case, the company /manufacturer wants take the goods for repair, outside of the Institute, a standby system of similar type has to be provided by the company /manufacturer.

#### **2. After Sales Service:**

After sales service centre should be available at the city of the Institution/ Consignee. Complaints should be attended properly, maximum within 48 hours. The service should be provided directly by Tenderer/Indian Agent. Undertaking by the Principals that the spares for the equipment shall be easily available.

#### **3. Training :**

On Site training to Technicians/assigned-staff is to be provided by the Suppliers/ Bidder for operation and maintenance of the equipment to the satisfaction of the consignee.

#### **4. Annual Maintenance Contract (AMC) :**

- a) The cost of Annual Maintenance Contract (AMC) which includes maintenance including testing & calibration as per technical/ service /operational manual of the manufacturer and labour, after satisfactory completion of Warranty period may be quoted for next 5 years on yearly basis. The supplier shall visit the site as recommended in the manufacturer's technical/ service /operational manual, but at least once in six months during the AMC period.
- b) The cost of AMC may be quoted inclusive of all taxes applicable in the Price Bid ( BOQ ).
- c) Cost of AMC will be added for Ranking/Evaluation purpose.
- d) The payment of AMC will be made on six monthly basis after satisfactory completion of said period, duly certified by end user on receipt of bank guarantee for 10 % of the AMC value valid till 2 months after expiry of entire AMC period.
- e) During AMC period, the supplier is required to visit the site at least once in 6 months commencing from the date of the successful completion of warranty period for preventive maintenance of the goods.
- f) All software updates (if required) should be provided free of cost during AMC.
- g) Failure of the above [4. e) to 4. g)] by the supplier, may lead to the forfeiture of the Bank Guarantee for AMC.
- h) The payment of AMC will be made as stipulated in GCC Clause 19.
- i) In case, the company /manufacturer want to take the goods for repair, outside of the Institute, a standby system of similar type has to be provided by the supplier or company /manufacturer.

#### **5. Period of Delivery, Installation and Commissioning:**

For Indigenous goods or for imported goods if supplied from India,90 days from date of Notification of Award for delivery, installation and commissioning at consignee site. The date of delivery will be the date of delivery at consignee site.

#### **6. Scope of Incidental Services:**

Installation & Commissioning, Supervision, Demonstration, Trial run and Training etc. as specified in GCC Clause 11.

#### **7. Required Terms of Delivery and Destination:**

For Indigenous goods or for imported goods if supplied from India: Delivery Duty Paid (DDP) Consignee Site. Destination/Consignee details are given in **Section XIX**.

**SECTION- VI**  
**SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**

Sl.No	Brief Description of Goods	Quantity	Unit	Brand/Model
79	<b>Homogeniser</b> Maximum Speed up to 300rpm with sample size variable has 1 ml to 100ml, should contain tissue homogenizer	1	Nos	
81	<b>Zeta Sizer</b> Can measure molecular size, molecular weight, particles size, zeta potential, protein mobility, microrheology of 0.3um – 10um particle size, can be operated at ambient temperature, can operate with dynamic light scattering, electrophoretic light scattering, static light scattering	1	Nos	
82	<b>Magnetic Stirrer</b> LCD display, having speed range of variable up to 2000 rpm and should have heat output preferable up to 2000 watt. Heating temperature range should be up to 500 C. It should contain magnetic bar.	2	Nos	
83	<b>Thermostatic temperature controlled Bath</b> Operating at temperature up to 90 C, stainless steel body with 12 holes of 75 mm diameter.	6	Nos	
84	<b>Induction Heater</b> Maximum 1600 – 2000 watt, with variable temperature control, ceramic top plate.	5	Nos	
85	<b>Granulator</b> GMP model with capacity up to 5 kg, chopper meter up to 3000 rpm and digital display.	1	Nos	
86	<b>Incubator with Shaker</b> Temperature Range : 15 C to 60 C Speed Range : 15 to 300 rpm Timer : 0.1 hr. up to 999 hr. 0.1 up to 999 min. or continuous Capacity : Minimum 12 x 2 lit flask Control : Digital	1	Nos	
87	<b>Deep Freezer</b> Reading -40° to -80°C Temperature : up to -80 C Capacity : Not less than 350 lit	1	Nos	

	Door opening recovery : Not more than 30 minutes			
88	<b>Deep Freezer</b> Reading -10° to -20°C Temperature : up to -20 C Capacity : Not less than 500 lit Type : Upright type (for lesser head space) Heavy duty castor wheels, at least 1 year warranty	1	Nos	
89	<b>Pre-freezing Glycol Bath</b> Temperature : up to -40 C Has rotation mechanism for at least a pair of flask, accompanied by fitting round bottom flask of varying capacities (at least 4 different sizes).	1	Nos	
90	<b>Bio-Safety Cabinet</b> Size : 3 ft cabinet width package with cabinet manual adjustable height stand Others : Factory installed UV light with 1 set of arm rest smart coat, Class II type B2, 0% air re-circulated, 100% exhausted from cabinet exhaust air pulled through dedicated exhaust duct into facility exhaust system.	1	Nos	
91	<b>Refrigerated Centrifuge</b> Temperature up to - 5°C, Digital display, high rotor speed	1	Nos	
92	<b>Air Shower/Air Curtain</b> Size (length) : 1200 mm Noise level : Not more than 70 db	3	Nos	
93	<b>UV Torch</b> Wavelength : 254nm & 366nm Intensity : 1350/1200 at 3" Short/long wave UV lamp, 6 watts, Indian type plug with UV torch stand.	3	Nos	
94	<b>Penetrometer</b> Penetration ranges from 0 – 60 mm, having resolution 0.1 mm (approx.), should contain sample container, electronic timer & brass cone needle electrical arrangement.	1	Nos	
95	<b>Clavenger Apparatus with Heating Mantle</b> 500 lits. Capacity	10	Nos	
96	<b>Vacuum Filtration Unit</b> Capacity : 250ml	10	Nos	
97	<b>Stalagmometer</b>	50	Nos	

98	<b>Density Bottle</b> Capacity : 25ml	100	Nos	
99	<b>Ostwald Viscometer</b> 10 – 25 ml filling capacity, 80 – 100 sec out flow time using pure water at 20 C	50	Nos	

## SECTION – VII Qualification Criteria

1. The tenderer must be a manufacturer. In case the manufacturer does not quote directly, they may authorise their authorized agent to quote and enter into a contractual obligation.
2. The Tenderers quoting as authorized representative of the manufacturer shall have experience in the related field and take full responsibility of technical support, service and organizational support.

**Note** “We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.”

In support of 2, the Tenderer shall furnish Performance statement as per Section-IX, Proforma for Performance Statement, Notwithstanding anything stated above, the Purchaser reserves the right to assess the Tenderer’s capability and capacity to perform the contract satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Purchaser.

The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre-determined place acceptable to the purchaser for technical acceptability as per the tender specifications, before the opening of the Price Tender.



**SECTION - VIII**  
**PROFORMA FOR PERFORMANCE STATEMENT**

*(For the period of last two years, if any)*

Tender Reference No : \_\_\_\_\_

Date of opening : \_\_\_\_\_

Time : \_\_\_\_\_

Name and address of the Tenderer : \_\_\_\_\_

Name and address of the manufacturer : \_\_\_\_\_

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

*\* Attach documentary proof in support of above details.*

**(Signature of Authorised Person) (Name) :**

**(Designation) :**

**Name of Firm/Company/Agency :**

**Contact Details :**

## SECTION – IX TENDER FORM

Date \_\_\_\_\_

To, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Complete address of the purchaser)

Ref. Your TE document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document for the sum indicated in the price bid, attached herewith and made part of this tender. If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

**We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.**

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any.

\_\_\_\_\_  
(Signature with date)

\_\_\_\_\_  
(Name and designation)

Duly authorised to sign tender for and on behalf of

## SECTION – X PRICE SCHEDULE

### PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1. The bidders should download the **BOQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template. **Rate quoted should be inclusive of all taxes and duties.**
2. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
4. The charges for AMC after warranty shall be quoted along with the financial bid i.e. BOQ.
5. Accessories, spares and consumable, if any, should be available at least for the next five years.
6. Equipment with at least 1 year warranty and thereafter 5 years AMC will be taken for the purpose of price evaluation.

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

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

Date: \_\_\_\_\_

**SECTION – XI**  
**PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT FOR A**  
**PERIOD OF FIVE YEARS AFTER WARRANTY PERIOD**

Contract Form for AMC : **Deleted**

Price schedule for AMC for a period of five years after warranty period may be quoted in the Financial Bid (Price Bid) i.e. BOQ (Bill of Quantity).

**NOTE: -**

1. The bidder should offer the cost of Annual Maintenance Cost (AMC) for 5 years.
2. The cost of Annual Maintenance Contract (AMC) which includes preventive maintenance including testing & calibration as per technical/ service /operational manual and labour, after satisfactory completion of Warranty period may be quoted for next 5 years.
3. The cost of AMC quoted should be inclusive of all taxes and duties.
4. Cost of AMC will be added for Ranking/Evaluation purpose.
5. The payment of AMC will be made as per clause GCC clause 19.
6. All software updates (if required) should be provided free of cost during AMC period.
7. The stipulations in Technical Specification will supersede above provisions.
8. In case the spares are required to be imported, it would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.
9. During maintenance & warranty period the bidder's technical representative, shall attend to the machine /equipment within 48 hours and ensure uptime on immediate basis and shall ensure presence at RIPANS for 24 hours, after uptime is ensured.

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

Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Business address \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

**SECTION – XII**  
**BANK GUARANTEE FORM FOR EMD**

Whereas \_\_\_\_\_ (hereinafter called the “Tenderer”) has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the “tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Purchaser) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- i. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- ii. If the Tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) Fails or refuses to furnish the performance security for the due performance of the contract. Or
  - b) Fails or refuses to accept/execute the contract. Or
  - c) If it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorised officer of the Bank)

\_\_\_\_\_

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch

**SECTION – XIII**  
**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To,

\_\_\_\_\_

\_\_\_\_\_  
( name and address of purchaser)

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) (hereinafter 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 Nationalised bank recognised 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 there under 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 up to and including the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**(Signature with date of the authorised officer of the Bank)**

\_\_\_\_\_  
**(Name and designation of the officer)**

\_\_\_\_\_  
**(Seal, name & address of the Bank and address of the Branch)**

## SECTION – XIV CHECKLIST

Name of Tenderer: \_\_\_\_\_

Name of Manufacturer (s) : \_\_\_\_\_

Sl.No	Activity	Yes/No/NA	Page No in Document	Remarks
1	Have you submitted hard copies of Tender fee receipt and EMD of required amount for the quoted schedules?			
2	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section XII?			
3	In case Bank Guarantee is furnished, have you kept its validity of 1 year from Technical Tender Opening date as per clause 19 of GIT ?			
4	Have you enclosed GST/Sales Tax registration, PAN Number/Card, valid document regarding the existence and registration of the firm			
5	Have you enclosed duly filled Tender Form as per format in Section IX?			
6	Have you enclosed Power of Attorney in favour of the signatory, if any ?			
7	Have you enclosed Quality Assurance Certificate & Original Product Catalogue			
8	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications?			

<b>9</b>	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
<b>10</b>	Have you submitted satisfactory performance certificate as per the Proforma for performance statement in Sec. VIII of TE document in respect of all orders?			
<b>11</b>	Have you submitted copy of the order(s) and end user certificate?			
<b>12</b>	Have you submitted Manufacturer's Authorization Certificate (s)			
<b>13</b>	Have you kept validity of 1 year from the Techno Commercial Tender Opening date as per the TE document?			
<b>14</b>	In case of Indian Tenderer, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
<b>15</b>	Have you intimated the name and full address of your Banker (s) along with your Account Number			
<b>16</b>	Have you fully accepted payment terms as per TE document?			
<b>17</b>	Have you fully accepted delivery period as per TE document?			
<b>18</b>	Have you accepted the warranty as per TE document?			
<b>19</b>	Have you accepted terms and conditions of TE document?			
<b>20</b>	Have you furnished documents establishing your eligibility & qualification criteria as per TE documents?			



21	Have you submitted an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI /FEMA case pending against the firm/supplier (Principal)?			
----	---	--	--	--

**N.B.**

1. All pages of the Tender should be page numbered and indexed.
2. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of tenderer to go through the TE document to ensure furnishing all required documents in addition to above, if any.

\_\_\_\_\_  
 (Signature with date)

\_\_\_\_\_  
 (Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)  
 For and on behalf of

\_\_\_\_\_  
 (Name, address and stamp of the tendering firm)

**SECTION – XV**  
**CONTRACT FORM**  
**CONTRACT FORM FOR SUPPLY, INSTALLATION, COMMISSIONING,**  
**HANDING OVER, TRIAL RUN, TRAINING OF OPERATORS & WARRANTY OF**  
**GOODS**

\_\_\_\_\_  
\_\_\_\_\_  
(Address of the purchaser's Office issuing the contract)

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Supplier: \_\_\_\_\_
2. Purchaser's TE document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser
3. Supplier's Tender No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. Schedule of Requirements & Technical Specifications;
  - iv. Tender Form furnished by the supplier;
  - v. Price Schedule(s) furnished by the supplier in its tender;
  - vii. Purchaser's Notification of Award.

**Note:** The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II - „General Instructions to Tenderer's of the Purchaser's TE document shall also apply to this contract.

\_\_\_\_\_  
(Signature, name and address of the purchaser's authorised official)

For and on behalf of \_\_\_\_\_

Received and accepted this contract \_\_\_\_\_

(Signature, name and address of the supplier's executive duly authorised to sign on behalf of the supplier) For and on behalf of \_\_\_\_\_

(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

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

**SECTION – XVI  
CONTRACT FORM  
CONTRACT FORM FOR ANNUAL COMPREHENSIVE MAINTENANCE  
CONTRACT**

**Deleted.**

**SECTION – XVII**  
**CONSIGNEE RECEIPT CERTIFICATE**  
*(To be given by consignee's authorized representative)*

The following item(s) has/have been received in good condition:

Contract No. & date : \_\_\_\_\_

Supplier's Name : \_\_\_\_\_

Consignee's Name & Address with telephone No. & Fax No.: \_\_\_\_\_

Name of the item supplied : \_\_\_\_\_

Quantity Supplied : \_\_\_\_\_

Date of Receipt by the Consignee : \_\_\_\_\_

Name and designation of Authorized Representative of Consignee: \_\_\_\_\_

Signature of Authorized Representative of Consignee with date: \_\_\_\_\_

Seal of the Consignee : \_\_\_\_\_

**SECTION – XVIII  
CONTRACT AGREEMENT FORMAT**

THIS AGREEMENT made the \_\_\_\_\_, between **Regional Institute of Paramedical and Nursing Sciences, Aizawl, Mizoram – 796017**, ("hereinafter called the \_\_\_\_\_ the "purchaser") and \_\_\_\_\_ ("hereinafter called the "supplier") of the other part.

**WHEREAS** the Purchaser is desirous that certain Goods and ancillary services viz., \_\_\_\_\_ vide Tender Enquiry \_\_\_\_\_) and has accepted a bid by the Supplier for the supply of those goods in the sum of " \_\_\_\_\_ " (Hereinafter called "the Contract Price")

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - a) The Bid Form and the Price Schedule submitted by the Bidder : \_\_\_\_\_
  - b) The Schedule of Requirements & Technical Specifications : \_\_\_\_\_
  - c) The General Conditions of Contract : \_\_\_\_\_
  - d) The Special Conditions of Contract : \_\_\_\_\_
  - e) The Purchaser's Notification of Award : \_\_\_\_\_
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods / services, which shall be supplied /provided by the Supplier, are as under:

SI. No.	Description of Goods	Unit	Rate per Unit	Total Amount

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said.....  
(For the Purchaser)

In the presence of: .....

Signed, Sealed and Delivered by the said

.....  
(For the Supplier / Manufacturer)

In the presence of: .....

Counter Signed /Confirmed by .....  
(Principal /Manufacturer)

**Note:** The courts at Aizawl will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Aizawl court shall have jurisdiction in the matter.

**SECTION – XX**  
**Consignee List**

<b>Consignee Code</b>	<b>Institution</b>	<b>Contact Address</b>	<b>Contact Details</b>
01	Regional Institute of Paramedical And Nursing Sciences ( An Autonomous Institute under Ministry of Health & Family Welfare, Government of India), Administrative Block, Zemabawk, RIPANS, Aizawl, Mizoram.	Director, RIPANS, Zemabawk, Aizawl, Mizoram - 796017	Website : <a href="http://www.ripans.ac.in">www.ripans.ac.in</a> email : <a href="mailto:ripans.aizawl@gmail.com">ripans.aizawl@gmail.com</a> Tele/Fax : 0389-2350521/2351130