

**ICMR-National Institute of Cholera & Enteric Diseases**

P-33, C.I.T. Road, Scheme -XM, Beliaghata

Kolkata - 700 010

**No. Clinical Laboratory Fund/2017-18**

**Dated : 08.02.2018**

Sealed Tender/Quotation is invited for the following Instrument for use in Virology Department, ICMR-NICED, Kolkata.

Sealed Tender, complete in all respects, signed with stamp of firm on each page including the tender should be dropped in the tender box placed in before the Despatch Section on 1<sup>st</sup> Floor on any working day from Monday to Friday within 11.30 AM to 5.30 PM. Tender will be opened by Tender Opening Committee & in presence of tenderers or of their authorised representatives. **Last date of submission of quotation is on 28.02.2018 at 1.30 PM.**

Last date of submission	<b>28.02.2018 at 01.30 PM.</b>
Place of submission of EOI documents	Tender Box kept on the 1 <sup>st</sup> floor of ICMR-NICED-I Building.
Date of opening of Technical Bid	<b>28.02.2018 at 03.00 PM.</b>
Date of opening of Price Bid	To be announced after verification of Technical documents.
Place of Opening of EOI documents	Dr. B. C. Deb Auditorium, ICMR-NICED-I Building.
Address	P-33, CIT Road, Scheme XM, Beliaghata, Kolkata - 700 010.
Telephone No.	(033) 2370-5533 / 4478.

**Important Instructions:**

- i)** If any Instrument is proprietary nature, Proprietary Article Certificate should be provided.
- ii)** The cost of **Tender fees of Rs. 500/- (Rupees Five hundred only) [Non-Refundable]** in the form of Demand Draft /Pay Order in favour of **Director, NICED Kolkata** from any Nationalised Bank.
- iii)** The validity of tender will be of one year from the date of approval of the Tenders.
- iv)** The tenders must attach self-attested photocopies of latest and valid GST registration certificate and proof of filling Income Tax returns, for last 3 years. Failure to submit the same Tender will be invalid automatically. However Govt of India / State Govt Department and Public Sector Undertakings (Central/State) are exempted from submitting GST & Income Tax clearance certificate.
- v)** Self-attested PAN card should be submitted.
- vi)** Compliances certificate to tender specification is mandatory. Compliance/Deviation comparing the specification of the quoted model is to be mentioned.
- vii)** Technical literature / brochures / manuals should be submitted.
- viii)** User list and performance certificate to be attached.
- ix)** Tender document duly signed with rubber seal of the firms in token of acceptance by the tenderer of all terms & conditions.
- x)** Declaration in case of manufacturer or Authorization letter in case of distributorship /stockist should be submitted.
- xi)** Commitment of efficient after sales service from the bidder and that should be locally available for prompt action.
- xii)** Indian Agents who submit valid registration with DGS&D Price can quote directly on behalf of their foreign principal.
- xiii)** In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- xiv)** 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.
- xv)** Tender found defective in any of above conditions shall be rejected directly.

**ICMR-National Institute of Cholera & Enteric Diseases**

P-33, C.I.T. Road Scheme –XM, Beliaghata  
Kolkata – 700010

**Date: 08.02.2018**

**Cost of Tender Fees Rs. 500.00**

**(non-refundable)**

**Tender Information**

Sealed Tenders is invited for supply of the following Instrument for use in Virology Department, ICMR-NICED, Kolkata

<b>Sl. No</b>	<b>Tender Code No.</b>	<b>Name of the Instruments</b>	<b>Qty.</b>	<b>Last date of submission of bid (up to 1.30 PM)</b>	<b>Date of opening (3.00 PM)</b>
1	Clinical Laboratory Fund/2017-18	-20°C Fridge	1 No.	28.02.2018	28.02.2018

**Specifications and important requirements:**

1. Capacity : 350 liters (approx.)
2. Model Type : Vertical
3. Door Type : Single
4. Lock : Yes
5. Defrost : Manual
6. 8 (eight) shelves + drawers
7. Control Panel with Thermostat
8. Temperature Range : -20°±2°
9. Fast Freeze switch
10. Wheel at Rear and adjustable feet in front
11. Digital Temperature Indicator
12. CFC/HCFC free
13. Compressor Rated load (watts) : 140

**Tender Evaluation**

Tender evaluation will be done in two stages

(1) Technical bid & (2) Price bid

Each bid should be submitted in separate sealed envelopes super scribed as “Technical Bid” & “Price bid”. All these 2 envelopes should be put in one another envelop marked as original bid & sealed with lace (Sealing wax)

## **Technical Bid**

The firm should submit the technical bid in a sealed cover separately super scribing the word "Technical Bid" mentioning tender number, Name of the item, Date of opening & Name of the Tenderer.

### **Technical bid should be contain**

1. Only the name of items with specification makes /brands of the items.
2. Literature & Catalogues in support of items quoted must be enclosed.
3. Current authorization letter. All bidders must get a valid letter of authorization from the principal supplier or manufacturer.
4. Attested photocopy of latest valid License for stockist & distributorship as applicable should be provided.

## **Price Bid**

1. Should be submitted in a separate sealed envelope Super scribing the word "Price bid" mentioning tender number, name of the tender, due date of opening & the name of the tender.
2. The rates quoted should be inclusive of Excise Duty, GST and other incidental charges. The rates of GST (State & Central) chargeable may however, be given separately. No GST or other charges will be payable if not mentioned in the tender or not applicable under the relevant laws. For imported items the quoted rate should be on FOB basis. Freight Charges and Insurance may be mentioned separately.
3. Bidder will quote firm & competitive rates. No condition like discount in price free goods / incentives will not be accepted towards finalization of the tenders. Rates should be accordingly to a Unit.
4. While quoting rates, serial no of the tender must be indicate and rates should be quoted competitive.
5. Commitment of efficient after sales service from the bidder and that to be locally available for prompt action.

## **Terms and Conditions**

1. Soft copy in the form of CD for Technical & price bid separately (may be supplied) along with the hard copy.
2. The tender documents should be typed. Any cutting / overwriting may be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.
3. Each and every page of the tender must be numbered and signed by the tenderer along with the seal of the firm.
4. Covering letter should clearly indicate the list of enclosures.
5. I) the bidder should clearly indicate the guarantee / warranty status of each item i.e. Main equipment, standard accessories, optional etc. (Consumables / non - consumable items etc.)  
II) **Current rate list of all replacements must be submitted in the price bid**
6. **Guarantee/Warranty - Minimum 1 year.**
7. **THE RATES QUOTED WILL BE TAKEN AS FIRM AND FINAL.**

8. The tenderer are bound to supply the store during the validity of tender at the approved rate.
9. The firms may be asked to deliver the goods in instalment / fixed interval against the order of the full year. In case firm fails to deliver the particular instalments at its scheduled time, this office reserves the right to procure the item in the open market and the excess expenditure incurred will have to borne by the company.

### **GENERAL TERMS AND CONDITIONS OF THE SUPPLY ORDERS**

1. The delivery of the goods has to be made to the concerned store as mentioned in supply order, strictly in accordance with the supply order & with the approved specification.
2. The supplies have to be made within 30 days from the date of despatch of the supply order failing which penalty will be imposed as per rule or cancellation of order and the Earnest money will be forfeited . However in exceptional circumstances and on written request the extension of the date of supply may be considered by the discretion of Director. For imported equipments / items the delivery period shall be up to 90 days. In case the items are urgently required the firms will have to supply the items on urgent basis.
3. **Penalty clause:**
  - A) FOR DELAYED SUPPLY: A penalty of 2% of the value of order per week will be imposed subject to maximum, of 10% of the value of order.
  - B) FOR NON SUPPLY: EMD of the firm will be forfeited and necessary action will be initiated.
4. Supplier must ensure that challan is submitted in the concerned store along with the supplies. The number and date of delivery challan must be indicated in the bill.
5. Triplicate bills duly pre receipted on appropriate revenue stamp affixed to be submitted in the name of the Director in respective store.
6. The bill should be in printed form having printed bill number, GST/PAN Number as well as D.L. No (whichever applicable)
7. All rejected stores shall be at the risk of the supplier and must be removed immediately.
8. Guarantee/ Warranty Certificate must be provided at the time of supply.
9. In case it is a computer – generated bill it must have the seal of the firm affixed on it.

### **Payment**

Payment will be made only after the receipt of the items in good condition as per specification against the order. In case of equipment, payment will be made after satisfactory inspection, demonstration and functioning, No advance payment will be made.

### **EXCLUSIVE RIGHT OF DIRECTOR**

The Director, ICMR-NICED, Kolkata has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons whatsoever. No enquires, verbal or written shall be entertained in respect of acceptance / rejection of the tender.

**(Dr. Amit Pal)**  
Scientist – F  
& Administrative Officer  
(Additional Charge)  
for Director