

St. Gregorios College

Pulamon P O, Kottarakara, Kerala, India - 691 531

Email: gregorioscolle@yahoo.co.in Web: <http://gregorioscollege.org/>



TENDER FORM

Containing General Conditions and Contract and Schedule for the supply of

Laboratory equipment/Chemicals

Name of Tenderer :

Address :

Signature of Tenderer :

Last date and time for the receipt of tender: 27/04/2024 by 12:30 pm

Tender offer covering letter

To
The Principal
St. Gregorios College, Kottarakara
Pulamon Post, Kollam.691531

Sir,

Having examined the tender documents including all Annexure and Forms we, the undersigned, offer to supply and deliver
..... (products name) in conformity with the said tender documents in accordance with the Schedule of Prices attached in the commercial offer and made part of this tender.

We agree to abide by this tender offer till months from the date of opening of tender and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

Dated thisday of 2024.

Signature:.....

(In the capacity of)

Duly authorized to sign the tender offer for and on behalf of
.....
.

(Seal)

1. Invitation for Tender offers

1.1 Introduction

This tender indent is for:

FOR SUPPLY, INSTALLATION, TRAINING & MAINTENANCE OF EQUIPMENT TO THE SCIENCE DEPARTMENTS OF ST. GREGORIOS COLLEGE, KOTTARAKKARA UNDER PD ACCOUNT

1.2 Cost of Tender Form

Any interested shortlisted companies / firms may purchase a copy of tender document by paying **Rs. 500** + 5% GST in cash or by D.D. in favor of The Principal, St Gregorios College, Kottarakara on all working days from 28/03/2024 to 27/04/2024 (both days inclusive) in person.

1.3 Last Date and Time for Receipts of Tender Document

The filled in tender document must be submitted on or before 27/04/2024 12:30 pm.

1.4 Pre Bid Clarifications

- a. Vendors who needs any clarification related to Tender document can send queries in writing or can telephone to the Principal St Gregorios College . The Principal will reply to all or partly to such question(s) in writing or through telephone.
- b. Canvassing in any form or submission of any false information in the tender or verbally during discussion or negotiation would lead to disqualification.
- c. **Amount quoted should be final, inclusive of all taxes and duties.** Price variation clauses will not be entertained.
- d. Special Conditions, if any, of the participant company / firm attached with the quotes will not be acceptable to the contract, unless they are explicitly accepted by the Principal in writing.

1.5 Submission of filled tender document

The filled in tender document has to be submitted by the vendor on or before specified date and time in calendar of events detailed in clause 1.7. However the Principal may at his discretion extend the last date of submission of the tender document.

1.6 Place and Time of Opening of the Tenders

The tender documents submitted by vendors will be opened at the Office of The Principal, Administrative block, St Gregorios College Kottarakara on 28/04/2024 at 11:30 am.

1.7 Calendar of Events

Sale of Tender Documents: Starting Date:	28/03/2024 09:30 am
Last Date:	27/04/2024, 12:30 pm
Price of Tender Document:	Rs. 500+ GST
Earnest Money Deposit:	1% of the total cost
Pre Bid Clarification, if any,:	on or before 27/04/2024,12:30 pm
Last Date for Submission of Filled Tender Document:	27/04/2024,12:30 pm

Note: The purchasing officer has every right to change the above listed date & time of the calendar of events. In such cases the same will be intimated to the vendors.

1.8 Sealed Tenders should be sent to the address given below:

The Principal, St Gregorios College, Pulamon PO, Kottarakara, PIN **691 531**

2. Bidders' Eligibility Criteria:

The vendor should have

- a. The vendor must be experienced and reputed original equipment manufacturer or a dealer whose previous similar experience in supply and installation of laboratory and research equipment should be mentioned with necessary proofs.
- b. The manpower and other support in the form of visits/on-call visits deployed by the bidder shall be from the direct pay-roll of the bidder during the warranty period. Bidder will not subcontract the services / manpower to any third party during the warranty period.
- c. In case the vendor is not the manufacturer of the items supplied, they should submit the respective authorization from the manufacturer to participate, supply and service.

3. Terms and condition in respect of services

- a. Trainings to personnel are to be provided by the vendor at factory site/onsite.
- b. The prices quoted should be inclusive of all taxes, duties cesses & installation charges etc.
- c. Vender shall pay taxes, cesses, duties etc. which may become payable under existing or future laws or laws prevailing in the country. No price variation clause will be entertained.
- d. Free software upgrades are to be provided.
- e. Maintenance and services of the items supplied shall be provided in such a way that time duration of the non-functionality should not be more than one calendar day.

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- f. The vendors should quote rates for extended three year warranty. AMC for a period of two years beyond the warranty period also is to be mentioned.

4. Earnest Money Deposit

- a. Bidder must submit Earnest Money Deposit (EMD) along with the completed bid, an amount equivalent to 1% of the total cost, in favor of The Principal, St Gregorios College, Kottarakara as DD or cash remitted or crossed bank drafts or treasury savings bank deposits or Government promissory notes or bank guarantee or National Savings Certificate. EMD should be valid for the period of twelve months from the date of submission of bid. Fixed deposit in State Bank of India in the name of the Purchasing Officer or in the name of the depositor with due endorsement thereon to the Purchasing Officer may also be accepted. Bidders are instructed not to enclose in the envelope any Earnest Money in cash. The non-submission of EMD will lead to the rejection of the bid. Companies/firms quoting different models shall remit EMD for the solutions with higher tender amount only.
- b. The EMD of unsuccessful bidders will be returned to them after final selection of vendor and MOU signed. The EMD will not carry any interest.
- c. The EMD of successful bidder shall be forfeited in case the bidder fails to commence the work awarded to his/her company/firm within the prescribed time limit. The successful bid, if withdrawn, is also liable for forfeiture of the EMD.
- d. EMD of successful bidder will be adjusted towards security deposit for one year from the date of successful execution of the project.

5. Scope of the work

Scope of work includes:

For supply, installation, training & maintenance of Equipment/Chemicals to Science Departments of St. Gregorios College, Kottarakara, under PD Account.

- a. Sufficient training to the operating faculties for the operation and functioning of software/hardware modules.
- b. Subsequent maintenance of the hardware/software after commissioning.

Vendor should present financial and technical bid for each of the individual items below clearly for either or both of the options of technical specifications tendered h/w

S. No	Item	Qty	Specification /Unit
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6. General conditions

- a. No changes should be made in the tender form supplied.
- b. Details, if needed, may be furnished in separate sheets along with Tender Documents.
- c. The responsibility of delivering the sealed tenders in time shall be ensured by the Bidder. The Principal shall not be responsible for bids delivered elsewhere/or delivered after prescribed time limit.
- d. Any filled in tender document received by the Principal after the deadline for submission shall be rejected and shall not be returned to the bidder.
- e. The vendor may modify or withdraw its tender document after its submission, provided that written notice of modification or withdrawal is received by the Principal prior to the closing date and time prescribed for submission of tenders. No tender document can be modified by the respective vendor subsequent to the closing date and time for submission of tenders.
- f. Conditional offers and offers qualified by vague and indefinite expression such as “subject to immediate acceptance”, “subject to prior sale” etc. will not be considered.
- g. Tender documents submitted with overwritten or erased or illegible rates will be liable for rejection. If any rewriting is to be made, it may be done after scoring out wrong entries and shall be attested with full signature with date by the vendor. Total amount of each item and grand total amount of whole tender should be clearly written. Grand total shall be written in words and figures. In case of discrepancy between words and figure noted against each items of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding to the vendors.

7. Other Guidelines to be adhered while submitting Tenders

- a. **Compatibility:** The vendor should clearly mention the operational aspects the of quoted systems. In addition, specification on compatibility, information on driver software’s for peripherals and suitability of peripherals must be furnished in the technical bid.
- b. **Non-transferable tender:** Only the bidder who has purchased tender is eligible to make an offer.
- c. **Offer Validity Period:** The offer should be valid at least for a minimum period of 3 months from the date of opening of tender

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- d. **Infringement of patent, trademarks copyrights etc.:** Vendor shall indemnify, protect and save the Principal against all claims, loss, cost, damages, expenses, actions and other proceedings, resulting from infringement of any patent, trademarks, copy rights etc or such other statutory infringement in respect of all the items supplied by the vendor.
- e. **Publicity by the vendor:** Any publicity by the vendor in which the name of the Principal is to be used should be done only with the explicit permission of Principal.
- f. **Dispute or difference:** In the event of any dispute or difference arising between the successful vendor/other vendors and the Principal out of or in connection with the contract or any of the terms and conditions contained therein or as to the interpretation or any other matter, both the parties shall resolve such dispute or difference first by mutual discussions. If any dispute or difference still persists, it shall be referred to the The Principal, St. Gregorios College Kottarakara; requesting to render a decision within 30 days and the decision shall be binding on both the parties. Further disputes, if any, will be within the jurisdiction of the Munisiff Court, Kottarakara.
- g. **Memorandum of Understanding:** Successful vendor has to enter with an agreement (MOU) with the Principal regarding the installation, operation and maintenance of equipment. The vendor shall adhere to any change that may be made in the terms and conditions at the time of agreement (MOU)
- h. **Product(s) end of support:** The Bidder should not propose any component or sub component that is likely to be declared end-of support within the prevalence of Contract. If any of the components or sub-components end of support within the said period, the bidder should replace the component/sub component at no additional cost to and without causing performance degradation and or project delays.
- i. **Costs and expenses of proposal:** All costs and expenses associated with submission of tender documents shall be borne by the company/firm submitting the proposal and the Principal shall have no liability in any manner in this regard or if it decides to terminate the process of short-listing for any reason whatsoever.
- j. **Payment Terms and conditions:** All commercial terms and conditions will be finalized at the time of negotiation and same will be mentioned in the MOU. The vendor can specify the payment requirements (schedule) along with the submitted tender document, but that will be finalized by mutual consensus only.
- k. **Location of installation:** The location for installation and commissioning of equipments and other items is the St Gregorios College Kottarakara . The vendor is required to provide support, warranty and maintenance support at all this location.

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- l. Project Implementation Schedule:** The vendor is expected to complete installation, commissioning, and Training to personnel within a period of 3 months from the date of receipt of purchase order.
- m. No Commitment to Accept Lowest or any Tender:** The Principal shall have no obligation to accept the lowest tender or any other tender offer received in response to this tender notice and shall be entitled to reject any or all the offers including those received late or incomplete ones without assigning any reasons therefore.

8. Bidding Process

- a. The technical bids will be evaluated first and the bidders will be short listed. Commercial bids of the said short listed bidders will only be considered. The technical evaluation will be based on the technical specification and the technical fitment of the solution.
- b. Negotiation will be made with the finally shortlisted vendors with regard to cost, delivery schedule, maintenance and service including AMC, training, payment schedule, terms and conditions of Agreement etc.
- c. The final acceptance of the bids vests entirely with the Principal. The Principal has no binding to accept the lowest price of any Bid. The evaluation of Bid will be based on the factors like quality and suitability of the solution to the Principal, warranty conditions and period of warranty, maintenance and AMC clauses, facility management services and experience in implementing, maintaining similar product etc. in addition to the quoted price. The company which succeeds in all these criteria will be awarded the contract.
- d. The Principal will issue confirmed order to the selected company.

9. Security Deposit

The successful bidder has to remit an amount equivalent to 5% of the total value of the contract amount as Security Deposit on award of the contract. Security Deposit is to be furnished within 21 days from the date of notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. Security Deposit may be furnished in the form of Cash or Demand Draft from Nationalized Bank or Bank Guarantee from Scheduled Banks or Government Promissory Notes or Stock Certificates of the Central or State Governments or National Savings Certificates, Treasury Savings Certificate or Treasury Savings Bank Deposits or Post Office Savings Bank Deposits or Post Office Cash Certificates or Deposit Receipts of recognized banks and co-operative societies with due endorsement thereon to the Purchasing Officer.

10 Envelopes of the Tender Documents

10.1 Instruction for Technical Bids (Envelope -1)

Technical bid shall be submitted in envelop super-scribed as “Technical Proposal”. The envelope shall carry the address of the bidder and shall be addressed to The Principal St. Gregorios College Kottarakara Pulamon Post, Kollam. 691531 It should contain complete details of the company, experience, customer list, part diagrams, detailed working of the equipment, standard operation protocol, maintenance protocols, details of technology used etc. Both the Technical and Commercial offers in the same cover will be rejected. Technical & Commercial offer should be submitted at the same time. Submitting price details in technical bid will lead to disqualification.

10.2 Instructions for Commercial Bids (Envelope -II)

Commercial bid shall be submitted in envelop, super-scribed “Commercial Proposal”. The envelope shall carry the address of the bidder and shall be addressed to The Principal, St. Gregorios College Kottarakara Pulamon Post, Kollam. 691531 This envelop shall contain the following documents.

- a. A detailed price quotation including a summary of all costs for each component.
- b. Detailed specifications of each item proposed and Guarantee/warranty details.
- c. Rates for extended Guarantee/warranty details and
- d. AMC conditions.

11. The execution order

- a. Short-listed vendor will be allowed to study complete requirements of the Principal.
- b. On the basis of requirements study, vendor has to install, implement and enter into a maintenance contract with the Principal.
- c. On the basis of techno-commercial merit and execution plan of the vendor, Principal will call for final techno-commercial negotiation.
- d. Qualified vendor will be asked to enter in to agreement (MOU) with the principal.
- e. Purchase order will be awarded to vendor who enters into agreement (MOU) with Principal.

ANNEXURE A

DETAILS OF CLIENTS (CUSTOMERS)

Sl. No.	Equipment/Model	Contact person	Address
1			
2			
3			
4			
5			

ANNEXURE B

DETAILS OF VENDOR

Company Profile

Sl.No.	Particulars	Details
1	Name of Company*	
2	Company Status*	
3	Date of Incorporation	
4	Company Head Office and Registered office address*	
5	Telephone and Fax numbers*	
6	Email Address*	
7	Chairman/MD Name & Address	
8	Sales Tax Number*	
9	Income Tax Number	
10	Authorized representative or manufacturer? (Please enclose Details)	
11	Geographical Area covered by the company	
12	Support Centers with Telephone Numbers:*	
13	Location: Number of support Engineers: Existence since: Center wise Information	
14	Brief Description of after sales service facilities available	

**ANNEXURE D
DECLARATION**

I/we certify that all information provided is true to the best of my/our knowledge and belief. I/We also understand that if any information provided is found to be false at any time, my/our application is liable to be rejected.

Place:

Signature:

Date:

Name and Designation of the Authorized Signatory

(Seal of the Company)

Note: This letter should be in vendor's company letter head.