



**TENDER DOCUMENT
FOR
PROCUREMENT & INSTALLATION OF
FUME HOODS**

DATE OF ISSUE	21.11.2015
LAST DATE OF SUBMISSION	17.12.2015 up to 12.30 P.M.
DATE OF OPENING OF TECHNICAL BIDS	17.12.2015 at 15.00 P.M.
PLACE OF SUBMISSION OF TENDER	Birbal Sahni Institute of Palaeobotany, 53, University Road, Lucknow – 226007 (UP) India

**BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY
53, UNIVERSITY ROAD,
LUCKNOW – 226007 (UP) INDIA**

Tel: 91-522-2742903, Fax: 91-522-2740098

Website: www.bsip.res.in

INTRODUCTION

1. Birbal Sahni Institute of Palaeobotany, 53, University Road, Lucknow (UP) is an autonomous institution under the Department of Science & Technology, Govt. of India. The Institute is pursuing research in Palaeobotany and allied subjects including Geochemistry and dating.
2. BSIP, Lucknow invites "Sealed bids" under **Two-Bid system** from (i) either manufacturer or (ii) an authorised agent for the equipment/item fulfilling the criteria laid down in Technical Bid format for the supply of equipments.

Tenders should be sealed, superscribed **with**
"Tender No. BSIP/TENDER/S & P Section/Fume Hoods/ 2015-2016/
and submitted only at the following office:
DIRECTOR
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY
53, UNIVERSITY ROAD,
LUCKNOW - 226007

and should be submitted on or before the closing date i.e. **17.12.2015 at 12:30 hrs.**, if delivered personally and if the quotes are sent by post/courier, the tender must reach **BSIP, LUCKNOW** at the address given above before closing time and closing date.

BSIP is not responsible for delays of any nature including postal and force majeure. Tenders received after the due date and time will not be accepted under any circumstances

The schedule of opening of quotes is as follows and at the following venue:

	Date	Time
Technical part Opening in the presence of intending Tenderers at BSIP, LUCKNOW	17.12.2015	15:00 hrs

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY

**53, UNIVERSITY ROAD,
LUCKNOW – 226007 (UP) INDIA**

Tel: 91-522-2742903, Fax: 91-522-2740098

Website: www.bsip.res.in

**Tender No.BSIP/TENDER/S & P SECTION/Fume Hoods/ 2015-16/
Tender Notice**

Director, Birbal Sahni Institute of Palaeobotany, Lucknow- 226 007(India) invites tenders (Parts-I Technical Bid, Part-II Commercial Bid) in separate sealed covers from (i) either manufacturer or (ii) an authorized agent for the equipment/item under two bid system.

Supply & Installation of FUME HOODS

AT

**BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW
53, University Road, Lucknow -226 007**

Tender documents can be downloaded from Institute web site <http://www.bsip.res.in>. The bidder has to submit the tender document fee of Rs.1,000/- (Rs. One Thousand only) in the form of DD drawn in favour of Director, BSIP, Lucknow payable at Lucknow(UP) with Technical Bid-Part I.

Date of Issue of Tender Document : 21.11.2015
Last Date of receipt of Tender : 17.12.2015 upto 12:30 hrs.
Opening of Tenders (Technical Bid only) : 17.12.2015 at 15:00 hrs.
**Venue of Technical Bid Meeting - BIRBAL SAHNI INSTITUTE OF
PALAEOBOTANY, 53, UNIVERSITY ROAD, LUCKNOW-226 007.**

The Institute reserves the right to reject the tender without assigning any reason therefore.

Registrar
Birbal Sahni Institute of Palaeobotany

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY

**53, UNIVERSITY ROAD,
LUCKNOW - 226007**

Tel: 91-522-2742903, Fax: 91-522-2740098

E-mail: registrar@bsip.res.in

Website: www.bsip.res.in

DETAILS OF TENDER AND TENDER NOTICE

Tender in sealed cover is invited by Director, BSIP from manufacturers or authorized agents **for the supply of equipments /accessories for the use of the INSTITUTE**. Details of the equipment, number of units, their specifications, are given in **Annexure I** of this the tender document.

The tender document can be downloaded from the websites of BSIP at **www.bsip.res.in** One tender document is adequate even if bids are submitted for more than one item. Tender documents are available: from **21.11.2015 at 11.00 am to 17.12.2015 at 12.30 pm**. LAST DATE FOR SUBMISSION OF DULY FILLED IN SEALED TENDER AT BSIP, LUCKNOW is **17.12.2015 upto 12.30 am**. The date of Opening the Technical Bid opening will be on same day i.e. **17.12.2015 at 3:00PM**. BSIP, LUCKNOW reserves the right to accept or reject any or all the bids either in full or any part at its discretion without assigning any reason thereof.

Address for Communication: **BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, 53,UNIVERSITY ROAD, LUCKNOW – 226 007, Tel.: 91-522-2742903 Fax 91-522-2740098.**

TERMS AND CONDITIONS – GENERAL

1. Tender documents shall be issued by BSIP at LUCKNOW to manufacturers / authorized agents.
The Tender Document fee of Rs 1000/- (non-refundable) should be separately enclosed with the technical part and be submitted on or before the closing date.
2. Modifications, if any, made in the above documents will be done by addenda / corrigenda, copies of which will be sent in duplicate to each bidder before the due date of the tender. One copy should be signed, sealed and submitted along with the technical bids. The bidder shall not make any additions / deletions to or amend the text of the documents except in so far as may be necessary to comply with any addenda / corrigenda issued. **The bidders shall use only tender documents as issued for submitting his bid and shall comply with various terms and conditions.**
3. All pages of tender documents shall be signed by the person authorized to file the tender.
4. The full name of the person authorized to file the tender, designation, current and main office address, Phone No., Fax No. & E-mail address shall be indicated in the tender.
5. Tenders sent through E-mail, Fax and Telex will not be entertained.
6. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
7. No claim for costs, charges, expenses incurred by the bidder in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
8. BSIP will not be responsible for any typographical errors/ambiguity/ additions /omissions committed by the bidder while filling up of the tender.
9. **Earnest Money Deposit :**
 - 1 Tender must be accompanied by Earnest Money Deposit (EMD) as indicated in Annexure-I for each item being supplied in the form of DD/BG in favour of BSIP, payable at LUCKNOW. EMD shall be paid in **Indian currency only**. In case of receipt of EMD in Indian currency from abroad, same shall be refunded in Indian currency only. BSIP will not be responsible for refunding the EMD in foreign currency.
 - 2 The bids are to be submitted in two sealed envelopes. Technical Bid (Envelope I) shall contain Earnest Money Deposit (EMD), prequalification documents, tender conditions and contract form duly signed by authorized person or persons as a

token of acceptance of terms and conditions of supply and work qualification as per **Annexure VI**. Financial Bid (Envelope II) shall contain price schedule of quantity.

- 3 The EMD deposit by the successful bidders shall be held back towards the security deposit and will be refunded after six month of successful installation of the equipment/machine at site.
4. The EMD of the unsuccessful bidder will be returned within one month from the date of opening of the technical bids

Important : EMD should be kept in the technical part only. If the EMD is not found in the technical part, then the quote will be rejected outright. No Clarifications shall be taken by BSIP.

10. **The E.M.D. is payable by all categories of tenderers and no exemption from E.M.D. is permissible. Quotes without E.M.D. shall be treated as invalid/ rejected.**

EMD submitted in the form of Fixed Deposits will not be accepted.

11. Technical Compliance statement for the tendered item is a pre-requisite for evaluation. Therefore the same must be submitted with the technical part. **Any falsification / suppression of facts in the compliance statement would lead to the rejection of the quote, along with forfeiture of the E.M.D.** Corresponding to each technical specification in the compliance statement, relevant serial no. / page no. / line no. etc., in the data sheet should be indicated. Incomplete compliance statement may lead to rejection of the quote.
12. The bidder shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
13. Any question regarding the tender document and discrepancies shall be directed to the Tender Issuing Authority in writing minimum 3 days prior to the due date of submission of tender. The Tender Issuing Authority will issue all clarifications, interpretations, meanings and specific directions, if any, in duplicate in writing to all the bidders. **One copy of these shall be returned duly signed and seal affixed along with the bids.**
14. The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and about the rates quoted by him and cover all his obligations under the tender.
15. Bids submitted by manufacturers and authorized agents only shall be considered.

15(A). Authority of signing

If the tender is submitted by an individual, it shall be signed by him.

If the tender is submitted by a proprietary firm, it shall be signed by the proprietor.

If the tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney for the firm for signing the tender, in which case, a certified copy of power of attorney shall accompany the technical bid.

If the tender is submitted by a limited company or a corporation, it shall be signed by a duly authorized person or the person holding the power of attorney for signing the tender, in which case a certified copy of the power of attorney shall accompany the technical bid.

16. Price & currency bid

The tender shall be filled in English with a neat hand / type and all the figures and words shall be legible.

The rates shall be written both in words and in figures. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender.

Correction, if any, shall be made by crossing out, initialing with date and rewriting. In case of conflict between the figures and words in the rates, the latter shall prevail.

The tenders shall be verified by the bidder for accuracy in the arithmetical calculations, prior to submission.

16.1 Technical details shall contain

- Original Tender document **duly signed** by the authorised person on all pages.
- Compliance to technical specifications of the equipment/item for which bids are submitted – Authorized person to indicate the **compliance of technical specifications in the respective pages** of the tender document and sign the same.
- **Compliance to the terms and conditions** of the tender document - Authorized person to specify, “**all the above terms and conditions will be complied with**” and signed in respective pages of the tender documents, where “terms and conditions” are given.
- Adherence to the stipulated **delivery schedule** of the equipment/item – Authorized person to specify “delivery schedule given above will be complied with” and signed in respective pages of the tender documents, where “delivery schedule of each of the items” is as given in **Annexure III**.
- **Proof that the bidder** is (i) either manufacturer or (ii) an authorized agent for the equipment/item for which the bid is submitted.

- List of organizations in India and abroad, along with Contact Person, address, Tel. No., Fax No. etc., to which **similar make/model** of the equipment were supplied.
- Compliance that the bidder has manufactured or supplied the equipment during the past 2 years and **performance report from at least 2 such users** for the past 2 years.
- Covering letter, in the letter head of the bidder stating:
 - a. That the minimum **warranty period of one year**.
 - b. That the bid **conforms to the terms and conditions** of the tender
 - c. Confirmation about the **supply of Certified Reference Materials/Samples** for checking the performance of the testing equipments, wherever applicable.
 - d. Confirmation that the quoted rates are valid till 31-03-2016.
 - e. The details regarding the service centers, stocking of spares etc.,
- Addenda / corrigenda /clarification issued by BSIP before due date of tender, duly signed by the authorized person.
- Descriptive leaflet/brochure giving the technical details of the equipments.
- A letter indicating assumptions, criterion, technical alternative etc., if any. However, the alternatives suggested by the bidder would not be taken as the basis for technical/commercial evaluation of the bids.
- The probable life expectancy of the equipments under normal conditions of operation should be stated wherever applicable.
- Details of pre-installation requirements including space, size of the table required, power point ampere, etc.
- Power of attorney authorizing the person who has filed the tender, if applicable.
- A copy of the certificate for the calibration of the similar makes and model equipment for which bid is submitted from an accredited calibration laboratory or National Physical Laboratory, wherever applicable.

16.2 Commercial details shall contains

- a) Total cost of the main equipment and accessories (imported/indigenous), required for the functioning of the equipment, including the test control system, printer, packing & forwarding etc., duly filled and signed **in the format prescribed in the tender document at Annexure - II**. No money other than the total indicated above will be payable on any account.
- b) Annual Preventive Maintenance charges for the next 3 years, after the expiry of the warranty period, in the format prescribed in the tender document at **Annexure - II**.
- c) The pre installation requirement should be mentioned in the bid.

17. Validity of the tender

Rates quoted by the bidder shall be valid up to 31.03.2016 after opening of commercial bid

The Bidder shall not withdraw or revise or alter any conditions, rate(s) quoted within this stated period, unless he is called upon to do so on mutual agreement/negotiations.

17. Opening of tender

The tender shall be opened by a Committee constituted by the Director, BSIP at LUCKNOW at the time, date and venue as given in the “Tender Notice”.

18. Agreement

The successful bidder shall sign an Undertaking on letter head as per the format prescribed in **Annexure-V** before releasing of the Purchase order by BSIP. A copy of The Purchase order once received should be returned as a token of acceptance of the terms and conditions of the Purchase Order.

20. Criterion for rejection

BSIP reserves the right to accept or reject any tender or reject all tenders without giving any reasons whatsoever for its decision.

Tenders are liable to be rejected in which any of the prescribed particulars / information is either missing or incomplete in any respect and/or if the prescribed conditions are not fulfilled.

Tenders which are found to be technically non - responsive shall be rejected and their commercial details shall not be considered.

Canvassing in connection with tender is strictly prohibited and tender submitted by bidder who resorts to canvassing will be liable to rejection.

Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document and not acceptable to BSIP are liable to be rejected.

If the validity of the tender is not up to **31-03-2016**; the tender will be rejected.

If the tender document duly signed by the authorized person on all pages is not submitted, the tender will be rejected.

BSIP caters to wide range of customers / stakeholders including the manufacturers/exporters. Hence, Purchase Committee may at its discretion give preferences to more popular brands of equipments, which give results that, are widely accepted internationally by buyers abroad and the decision of the Committee will be final.

Before submission of the tender, the prospective bidders are expected to examine technical specifications of the equipments required, terms and conditions, etc., given in this tender document. Failure to furnish all information required in the tender document may result in the rejection of the bid.

BSIP reserves the right to cancel items, from the list of requirement of equipments without assigning any reason thereof.

TERMS AND CONDITIONS- SPECIAL

1. Cost details are to be filled up in the prescribed format as given at **Annexure – II** for all the equipments as applicable to imported /indigenous indicating therein total FOR Destination.
2. All accessories, start up kit required for installation & commissioning the main equipments are to be specified and quoted
3. The terms of payment in case of imported equipments shall be:
100% irrevocable Letter of Credit (L/C) in favour of the principal supplier
 - a) 90% will be paid against delivery of the equipment in good condition.
 - b) 10% remaining amount will be paid after successful commissioning of the equipment, demonstration of satisfactory performance and imparting training to the technical personnel of the laboratory concerned.
5. The terms of payment in case of indigenous equipments shall be:
 - a) 90% of the ex-works price of the equipments will be paid against invoice and delivery of the equipment in good condition.
 - b) 10% remaining amount plus packing, freight and insurance charges will be paid after successful commissioning of the equipment, demonstration of satisfactory performance and imparting training to the technical personnel of the laboratory concerned.
6. For indigenous items, the bidder should take responsibility for delivering the equipments inside the premises of the respective BSIP at Lucknow and its Associate partners as mentioned in the Purchase Order.
7. The suppliers of the equipment should provide adequate training for at least 2 technical personnel of the laboratory per equipment including trouble shooting etc., and making them confident of operating the equipment independently.
8. The bidder shall adhere to the delivery period of the equipment/item as committed by him as indicated in **Annexure III** of the tender document, whichever is earlier. Penalty for non-execution of the order within the delivery period shall be 1% of the cost of the equipment/item for every week of delay.
9. The delivery installation & commissioning period of the equipments as agreed to

should not be extended; under normal conditions. Suitable penalty for non-execution of the order may be enforced to the extent of 1% of the cost of equipment for every week extended. In case of the delay beyond scheduled period due to some unforeseen reason, written permission is required from the Director, Birbal Sahni Institute of Palaeobotany, Lucknow with proper justification to avoid penalty.

9. The bidder shall give warranty for at least one year in respect of items quoted.
10. During the warranty period, regular servicing/maintenance should be undertaken free of charge, including replacement of defective parts/travel cost, etc. Subsequently, servicing/maintenance should be undertaken by the authorized agency of the manufacturer / supplier as per the annual maintenance contract conditions.
11. Operation manuals, calibration procedures and other instruction manuals should be provided along with each of the equipment.
12. The bidder shall also mention the probable life expectancy of the equipments under normal conditions of operation should be stated wherever applicable
13. Terms for service contract (comprehensive or non-comprehensive) after the expiry of warranty period are to be included.
14. The Test Control Systems like computer and printer, compatible to the main equipment, are to be supplied indigenously with latest configuration and licensed operating system.
15. If the equipment/item is not manufactured by the bidder, authorization of the manufacturer to the bidder for marketing and servicing the equipments in India should be enclosed along with the technical bid of the tender. In the absence of such authorization, the tender will not be considered at all.
16. In case of short supply or wrong supply of equipments, its parts or accessories or supply of items in damaged conditions, it is the responsibility of the bidder to arrange for the supply of the required items in working condition as per the purchase order, within a reasonable time. Any additional expenditure, whatsoever, for the above will be borne by the bidder only.
17. The specifications given in this document are the minimum requirement. The bidders are free to offer equipments with better features also. However, the evaluation shall be based on the features mentioned in the tender document. If different model are quoted, the cost details may be given in separate sheet
18. Orders for the supply of items, once placed with successful bidder is non transferable and no sub-contracting is permitted. BSIP, Lucknow reserves the right to cancel the order in such event.

19. Any non-fulfillment of the stipulation given above will make the bid invalid.
20. The full payment will be released to the bidders only after completion of satisfactory performance check of the equipment.
21. In case of computer related equipment, the bidders have to quote for indigenous computer only instead of imported computers, if any.
22. The bids shall first be evaluated for their “technical responsiveness” which shall inter-alia include,
 - (i) Proof that the bidder is (i) either manufacturer or (ii) an authorized agent for the equipment/item for which the bid is submitted,
 - (ii) Compliance to technical specifications of the equipments for which the bid is submitted,
 - (iii) Adherence to the warranty period,
 - (iv) Documents in support of compliance to the calibration of the equipment and its traceability to national/international standards of measurement and proven performance through proficiency testing, wherever such requirement is specified,
 - (v) Necessary documentary proof that the bidder has manufactured or supplied the equipment during the past 2 years along with the list of such customers and performance report of the equipment from at least 2 such customers/users for the past 2 years,
 - (vi) Details regarding the service centers, stocking of spares etc.
 - (vii) Confirmation about the supply of Certified Reference Materials/Samples for checking the performance of the testing equipments, wherever applicable.
 - (viii) Compliance to all other relevant and critical terms and conditions of the tender.
 - (ix) Validity of the tender upto **31-03-2016**.
 - (x) **If any of the above mentioned parameters are not fulfilled, the bid will be considered as technically non-responsive.**
23. The commercial details of those bidders who are technically responsive only shall be evaluated based on the following criterion :
 - (i) Total price of the equipment as CIP / CIF for imported items.
 - (ii) Total price of the indigenous items should include delivery charges up to the location at BSIP, Lucknow, India.
 - (iii) AMC charges for three years after the expiry of the warranty period.

Annexure I

DETAILS OF ANNEXURE

FUME Hoods to be procured

Item No.	Particular of Items	Qty.	EMD in DD/ BG/ BC	Performance Security
1.	Fume Hood with Installation	9	5%	5%

COMPLIANCE STATEMENT TO SPECIFICATIONS OF EQUIPMENTS

(Compliance with specification column is to be filled up by the bidder stating “YES/NO” as the case may be)

Fume hood with duct connected to exhaust including the base cabinets for the Palynological Maceration units

Technical Specifications

Sr.No.	Item Description (Fume Hood for 3 Palynological maceration units) Quantity: 9 no (three in each maceration unit)
1	External Dimensions (outer): with two partition i.e. three cabins Total Width : 3650 mm (i.e. each cabin approx. 4 feet wide) Depth : 975 mm Height (including base cabinets) : 1800 mm Opening- Vertical shutter
2.	Internal Dimensions (work Area): with two partition i.e. three cabins Width : 2850 mm Depth : 900 mm To be used for the acid digestion analysis, to keep the acid distillation plant and accessories. Acids used: HF, HNO ₃ , HCl, H ₂ SO ₄ , CH ₃ COOH
3.	Exhaust System (individual exhaust for each cabin (three in nos.)) Air suction capacity-confirming to international face velocity norms which should ensure the smooth and immediate exhaust of fumes.

Specification of material (Acid and corrosion resistant):

The **Fume hood with Duct** should have the following specifications:

- Acid resistant, heavy duty with noise level not exceeding 70 DP motors for exhaust (minimum 1 HP) should be provided with at least three year warranty and can run at least 12 hours without any break.
- All parts should be corrosion resistant and chemical resistant with long lasting construction.
- Interior and worktop made up of Polypropylene/Teflon coated for excellent chemical resistant properties.
- Exterior Heavy duty SS 316 grade material coated with 1.2 mm thick epoxy powder (approx. 80 micron).
- Air baffling for a proper horizontal airflow pattern.
- Integral vapor-proof fluorescent lighting.
- Duplex electrical outlets should be available in 230V AC versions and two lighting sockets in each chamber.
- Chemical resistant ducting from fume hood to exhaust point with water proofing canopy.
- Vertical sliding safety toughened acrylic sash.
- Epoxy coated base cabinets with proper exhaust for the acid fumes
- Cabinets and drawers with partition made of corrosion free PP coated materials with locking system. It should be fitted with cabinet double door system front opening
- Fume wet scrubber **having appropriate fans and motors**, scrubber holding tank **(capacity approximately 100L±20L)** and carbon deposit tank and all necessary accessories.
- Level adjusting screws. Fume hood easily detachable for the relocation.
- All relevant parts should have ISO Certification and of International standards, and evaluated by the technical committee of the institute. All the parts should also show the make, model, company and the test certificate.
- Comprehensive warranty should be mentioned.
- The supply and installation of the entire system should be completed on a turnkey basis and any site preparation requirements would be completed by the supplier without any additional cost.

Terms and Condition:

- **Warranty & Maintenance:** The warranty of the equipment should be specified in detail which should indicate period, cost etc. Warranty for the instrument, support sub-systems and the computer systems from the date of satisfactory installation of the instrument. Response should be 'with-in 48 hours' after lodging a warranty call for troubleshooting. Machine down-time during warranty period should be allowed for extended warranty.

Separate quote for annual comprehensive maintenance of the instrument and subsystems including spares parts as and when required for five years of post warranty must be given.

- **Accessories:** A comprehensive list of accessories with catalogue/part number and cost should be provided.
- **List of Users:** A complete list of Indian users and the systems that are being handled shall be provided with the name and address of the contact person against each user institute.
- Vendor must have India-based service organization, for which detailed documentation is required, including full disclosure of names, locations, training, and years of experience.
- Vendor must have local parts stocking, for which documentation is required.
- Availability of telephone support, including telephone numbers and email addresses, must be detailed.

Annexure II

FORMAT FOR COST DETAILS

(Cost particulars should be given in this format Equipment wise/ accessories wise separately)

Note: All the cost particulars should be furnished either in Indian Rupees or Foreign Currency. If more than one model of the Equipment is quoted, use separate sheets

Part 1: Cost details of Fume hoods with installation

Name of the Equipment: Fume Hood with installation	
Delivery Schedule of the Equipmentmonths

Sl No.	Particulars	Qty	Rate in Rs.	Total Amount
1.	Fume hood at BSIP			
2.	Installation charges, if any			
3.	Taxes, if any			

Optional cost of details of AMC of fume hoods:

Name of Equipment:		
AMC details including the accessories):- AMC rate comprehensive/non-comprehensive for the next 3 years, after the expiry of warranty period.	1 st year 2 nd year 3 rd year	

Annexure III

DELIVERY SCHEDULE OF EQUIPMENT

Sr. No	Equipment	Delivery Schedule from the date of acceptance of Purchase Order – maximum
1.	Fume Hoods	

**FORMAT TO BE FILLED UP AND SUBMITTED
IN THE LETTER HEAD OF THE BIDDER**

To,

**DIRECTOR
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY
53, UNIVERSITY ROAD,
LUCKNOW – 226007**

Sub: Supply of equipments to BSIP at Lucknow.

Dear Sir,

- a) Having examined the conditions of Tender and Specifications of the equipments, we, the undersigned, offer to supply instruments /equipment as mentioned in the **Annexure I** as per the quantity and specifications given in the tender along with standard spares/accessories as specified.
- b) **The original tender document duly signed on all pages is enclosed.**
- c) We agree to abide by this tender for the period from the opening date fixed for receiving the same and it shall remain binding upon us for a mutually extended period agreed in writing by us.
- d) If our tender is accepted, we undertake to supply the instruments/equipments and install the same in the BSIP premises as mentioned in the tender within the specified periods mentioned in **Annexure III** from receipt of the order from the BSIP, Lucknow in writing.
- e) We agree to supply consumable spare parts and replacement of the broken/damaged/non-compatible parts during the guarantee / warrantee period, free of charge, as per the terms & conditions.
- f) The probable life expectancy of the Equipments under normal conditions of operation should be stated wherever applicable.
- g) We agree to train the personnel of laboratories free of charge, as per the terms and conditions.
- h) If our tender is accepted we will, obtain and arrange:
 - 1. To sign an Undertaking on Rs. 100/- Stamp paper as per the format prescribed in **Annexure V** before releasing of the Purchase order by BSIP.
 - 2. Any other statutory obligation, if any, prior to commencement of supply of equipments.

- i) We agree for the validity of our tender upto **31-03-2016**.
- j) We have used only tender documents as issued for submitting bid and shall comply with various terms and conditions.
- k) Unless and until a formal Agreement/order is prepared and issued, this tender together with your written acceptance thereof, shall constitute a binding contract between us and BSIP.
- l) We understand that you are not bound to accept the lowest or any tender you may receive.
- m) We agree to make a presentation of the products to be supplied by us, before the Committee if needed on a mutually convenient date.

Authorized Signatory

Signature dated
Designation / Capacity
Name

Tender Reference No.: BSIP/TENDER/STORES & PURCHASE/2015-2016/ Dated _____

UNDERTAKING / DECLARATION

To,

**DIRECTOR
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY
53, UNIVERSITY ROAD,
LUCKNOW – 226007**

Dear Sir,

- i. We, _____ (Bidder's Name & Address) undertake to supply the item _____ (Name of equipments) as per the detailed specification of Tender and honour the terms and conditions of the tender document.
- ii. We undertake to supply the equipment within the stipulated period of time and accept the penalty clause imposed by BSIP as per the terms and conditions of the Tender.
- iii. We undertake that during the warranty period, regular servicing/maintenance will be carried out as per the Warranty Clause.
- iv. We undertake to provide adequate training (normal operation, trouble shooting) to two technical personnel of the laboratory on the supplied equipment and making them confident of operating the equipment independently.
- v. We agree that the full payment will be released to us only after completion of satisfactory installation, trial and training on the said equipments.

Dated at _____ this _____ day of _____ 2015.

Authorised Signatory

Signature

Name:

Designation:

Name & Address of the Company:

Seal of the Company:

(To be submitted by the bidder on ` 100 stamp paper)

Annexure VI

Technical part & Commercial part of the tender

SL.No.	Technical part should contain
1.	Tender document Fee of Rs.1000.00, towards the Tender document.
2.	EMD of 5 % of the Total quoted price
3.	Technical quote giving the compliance details of execution of the work as per the requirement. Compliance to the Detailed scope of work
4.	Makes & Models of the standard items.
5.	Technical Compliance
6.	Commercial Compliance
7.	Blanked Commercial Part
8.	Scope of Warranty
9.	Cliental list
10.	Acceptance for submission of Bank Guarantee for 10% of the PO value for a period of one year from the date of acceptance of the item from BSIP, in the event the PO is placed.
11.	Documents related to Eligibility criteria of this document.

The commercial part should contain information on price quoted for equipment upto BSIP designated place, payment terms, delivery period, warranty/guarantee period and other relevant information as per below.

SL.NO.	Commercial part should contain
1.	Commercial quote containing the price information of the make & model quoted in the technical part exactly as per Bill of Materials. : a. Supply of Equipments and Accessories as per enclose specification on total TURNKEY BASIS. b. The rates to be quoted as per Annexure - II
2.	Payment terms – Acceptance as per our Terms & Conditions - Special
3.	Delivery schedule – Supply, installation and training to be mentioned

BANK GUARANTEE & PERFORMANCE BANK GUARANTEE

**THIS BANK GUARANTEE TOWARDS THE E.M.D SHOULD BE TYPED
OUT ON RS.50/- NON-JUDICIAL STAMP PAPER GIVING FULL
POSTAL ADDRESS OF THE BANK.**

Guarantee No :

Amount :

Guarantee Cover **From:** **To :**

**Last Date for
Lodgment of Claim** :

The BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, 53 UNIVERSITY ROAD, LUCKNOW - 226007 having floated a Tender for (Tender for _____) with Tender no. hereinafter referred to as the tender, and M/s _____ (name and address of the supplier) having the intention of participating in the above mentioned, we, the (banker's name and address) hereby irrevocably undertake and guarantee to you that in the event of the award of the Contract to the tenderer and subject to the failure of the Tenderer to perform any of the following clauses, we undertake to fully compensate the Beneficiary to a maximum amount of Rs. _____ (Rupees _____) (in words) as and when the same is claimed from us in writing during the validity of the contract as per the terms and conditions of the tender contract.

1. If the tenderer fails to accept the contract with the terms and conditions of the contract.
2. If after the acceptance of the contract, the Tenderer fails to carry out the services in accordance with the terms and conditions of the contract.
3. If the tenderer withdraws the tender during the validity period.
4. If the tenderer fails to complete their services in accordance with the terms and conditions of the contract or if there is any unexcused delay on the tenderer's part which may warrant forfeiture of E.M.D. amount and or imposition of liquidated damages and or closure/termination of the contract for default.

We, the bank, abide by your Tender terms and conditions and we shall on demand and without demur, pay to you all and any sums upto a maximum of Rs. _____ (Rupees _____) being the E.M.D. furnished by the tenderer to you in the form of this bank guarantee.

We further agree that the Beneficiary shall be the sole judge as to whether the Tenderer has failed to perform as per the Tender terms and conditions duly specified by the Beneficiary.

We further hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a demand in writing from the Beneficiary stating the amount claimed due by way of loss or damage. Any such demand made on the bank shall be conclusive and binding upon us as regards the amount. Lodgment of claim through Registered Post shall be conclusive evidence of claim made on us by the Beneficiary. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____). We further agree that the claim made on us shall be settled within a period of 30 days from the date of lodgment of claim by the beneficiary.

We agree that the guarantee herein contained shall remain in full force and effect for a period of 6 months (six months). Unless a demand is made on us in writing within one month from the date of expiry of six months, we shall be discharged from all liability under this guarantee.

We further agree that any change in the constitution of the bank or the tenderer shall not affect our liability under this guarantee.

We further agree that the Beneficiary shall have the fullest liberty without in any way affecting our liability under this guarantee alter any or all of the terms and conditions of the tender.

Notwithstanding anything contained herein before our liability under this guarantee is restricted to Rs. _____ (Rupees _____). This guarantee shall remain in force upto a maximum of six months (6 months). Unless a demand in writing is made on or before _____ (one month from the date of expiry of six months (date) all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities under this guarantee.

We lastly undertake not to revoke this guarantee during the penance of the above said tender/tender contract except with the prior consent of the beneficiary in writing.

This guarantee must be returned to us in original immediately on the expiry of the validity date.

Sealed with the common seal of the bank on this the.....day of..... 2015

DATE :

For BANKERS NAME

PLACE :

SEAL, ADDRESS

PERFORMANCE BANK GUARANTEE

GUARANTEE NO :

AMOUNT :

GUARANTEE COVER FROM : **TO :**

**LAST DATE FOR
LODGEMENT OF CLAIM** :

In consideration of the BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY,
53 UNIVERSITY ROAD, LUCKNOW - 226007, hereinafter referred to as the
Purchaser having placed order(s):

1. (Order no and date) 2. (Order no and date), with our constituents
M/s _____ (name of your organization) hereinafter
referred to as the contractor, having their office at _____ (address of your
organization) for the supply and installation of (give brief detail of the order
placed) and our constituents having undertaken to guarantee the faithful
performance of the contract during the warranty period as mentioned in
the purchase order(s) referred above, we the (Banker's name and address),
do hereby bind ourselves as their guarantors and undertake to be
responsible

to the purchasers and their successors and assigns for payment of all or
any sums of money, losses, damage, costs, charges and expenses, that
may become due or payable by the contractor, in the faithful performance
of his said obligations and covenants under the above contract stated
therein provided however that the total amount to be so recovered by the
purchaser from us shall not exceed Rs. _____ (Rupees
_____) amount of guarantee to be mentioned)
payable under the said Purchase Order. We, _____

_____ (name and address of the bank) do hereby
unconditionally and irrevocably guarantee payment, without demur and
without recourse to the purchaser of sums upto Rs. _____ (Rupees
_____) amount of guarantee in
Rs. _____ and words) on the purchasers first demand in writing
making claim for payment to the purchaser by reason of failure on the part
of the contractor to fulfill their obligations under the contract.

We hereby agree that lodgment of claim through registered post shall be
conclusive evidence of lodgment of claim.

We further undertake to settle the claim within 30 days of lodgment of
claim.

This guarantee shall not be revocable by notice or otherwise and is
unconditional and without recourse and our liability as surety shall not be
impaired or discharged, until the contractor has fulfilled all the obligations

under the contract and shall not be affected by any change in the constitution of the purchaser, Contractor or the bank.

Notwithstanding anything stated herein above our liability under this guarantee is restricted to Rs._____ (Rupees

_____ amount of guarantee) and shall remain in force till (last date of guarantee) unless a demand or claim under the guarantee is made on us in writing within one month of the above mentioned date, i.e., before (date one month from the last date of guarantee cover) all your rights under this guarantee shall be forfeited and we shall be relieved and discharged of all liability hereunder.

Dated:

Place:

FOR

(Banker's name)

Address and common seal

CHECK LIST TO THE BIDDERS

1. Get all the clarification regarding terms and conditions, specification etc during the pre bid meeting or by writing to the Director, BSIP, Lucknow prior to submission of bids.
2. The original tender document downloaded in full has to be submitted along with the technical details duly signed on all the pages.
3. Fill up the relevant compliance columns in the specifications given for the equipments quoted by stating „YES“ or „NO“. If any deviations are there in the specifications, the details may be given separately as Annexure.
4. A covering letter duly signed by the authorized person as per the specimen given at **Annexure IV** of the tender document.
5. Ensure that User certificates from atleast two users, on their letterhead stating that the performance of similar make and model supplied to them is satisfactorily, is enclosed
6. Descriptive leaflet / brochure of the equipment quoted are enclosed along with the technical details.
7. Copy of the certificate for the calibration of similar make and model of the equipment / instrument for which bid is submitted from an accredited calibration laboratory or NPL, if applicable, is enclosed.
8. The Technical and commercial details are to be submitted separately superscribing “Cover „A” – Technical details for equipment or Cover “B” – Commercial details for equipments. Both the details are to be put together in one envelope and sealed properly, superscribing the name of the equipments.
9. Proof regarding manufacturer / authorized agent, as the case may be, is enclosed.
10. Prior to submission of bids, bidders have to ensure that the equipment quoted by them is suitable for testing as per the national / international standard mentioned in the specification.
11. Cost details are to be given in the prescribed format only. If more than one model of equipment is quoted, separate sheet may be enclosed. may be given

Note: If the bidder fails to furnish all the relevant document/ information as mentioned in the Tender Document, the Tender will be rejected.
