

**NAGPUR VETERINARY COLLEGE,
SEMINARY HILLS, NAGPUR
TENDER NOTICE FOR SUPPLY AND INSTALLATION OF EQUIPMENT**

No. NVC/TVCC/RKVY /TENDER/ 11/2257/ 2017

Dated: 11 / 10 /2017

TENDER NOTICE

- 1) The Associate Dean, Nagpur Veterinary College, Nagpur intends to call e-tenders from the interested manufacturers/authorized dealers/authorized suppliers for supply "**Equipment and Instruments – Haematology cell counter**" for the year 2017-2018.

The blank tender form can be downloaded from website <https://maharashtra.gov.in> through Sub Portal <https://mahatenders.gov.in> of Maharashtra Animal and Fishery Sciences University, Nagpur

The e-tenders will be opened online as per schedule in presence of intending supplier/tenderer/their representative.

All the rights to accept or reject whole or part of the tender without assigning any reason thereof is reserved by the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06.

Place: Nagpur.

Date: 11 /10 / 2017

-Sd-
Associate Dean,
Nagpur Veterinary College,
Nagpur

NOTICE DETAILS

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| Tender Reference no. | No. NVC/TVCC/RKVY /TENDER/ 11/2257/ 2017 Dated: 11 / 10 /2017 |
| Name of the items& Quantity | Haematology cell counter (Supply and Installation at: Nagpur) |
| Cost of blank tender document & Mode of Payment | Rs. 2,200/- (Rs. Two Thousand Two Hundred Only) (Non Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage. |
| EMD Amount & Mode of Payment | Rs 11,000/- (Rupees Eleven Thousand only) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage. |
| Date and Venue for pre bid meeting | 18 October, 2017 at 12.00 hrs. at the office of Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 |
| Venue of online opening of tender | Nagpur Veterinary College, Seminary Hills, Nagpur ₹ 06 |
| Address for Communication | Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 |
| Contact Telephone & Fax Numbers | Phone - 0712 - 2510883, Fax - 0712 – 2510883 Email: shirishupadhye@gmail.com ,0712-2513004 |
| e-Tendering Helpline Support: Monday to Friday - 09:00 AM - 08:00 PM Saturday - 09:00 AM - 06:00 PM | Telephone: 01204200462, 0120-4001002 Mobile: 8826246593 Email: -support-eproc@nic.in |

e-TENDER TIME SCHEDULE

Please Note: Schedule is Available in the Online Tender Schedule.

Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice/Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.

TERMS AND CONDITIONS

1. The tender is non –transferable.
2. The e-tender must be submitted online in prescribed format as per two envelope system (Technical Envelope No. T1 and Commercial Envelope No. C1).
3. Detailed instructions for downloading the tender form, bid preparation and bid submission is given. The bidders have to follow these instructions meticulously for successful submission of bids online. These instructions form the part of terms and conditions and are binding on the participating bidders.
4. The technical documents in envelop No. T1 will be opened as per schedule at first instance. A competent committee will thoroughly evaluate the same and if satisfied that the technical specifications are as per the tendered specifications, tender will be accepted. Otherwise, in case where the technical details (envelop No. T1) fails to meet the requirements, the Financial document (envelop No. C1) will not be opened and the tender will stand rejected. At the second stage, financial details of only technically qualified offers shall be opened for further evaluation and ranking before awarding the contract. The decision of the tender opening authority shall be final and binding on the bidders in this regard.
5. No tender will be considered without earnest money deposit. Conditional tender will not be accepted; except for those bidders who are exempted from earnest money deposit as per the government rules for which the tenderer has to submit the proof.
6. The tenderer has to pay **Rs 55,000/- (Rupees Fifty Five Thousand only) as Earnest Money Deposit** through online modes of payment only using any one online pay mode as Debit Card, Credit Card, RTGS, NEFT or payment gateway.
7. The Earnest Money deposited by the tenderer shall remain in the safe custody of the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur - 06, until the acceptance of the tender is made known to the tenderer and in case, his tender is accepted until the tenderer signs the contract and gives the necessary security deposit as per the University/Government rules. Later on the amount of EMD deposited by the participating bidders will be refunded in due course of time.
8. The intending supplier shall also have to mention the name of manufacture / make, model number of the item and has to enclose the pamphlets giving the pictures / information brochures (depicting detailed technical specification) of the appliances for which the rates are quoted. In the absence of the above, the items offer will not be considered. The preference will be given to (a) Manufacturer, (b) Authorized Dealers of manufacturer or (c) authorized suppliers. Such agencies must enclose adequate documents to prove their claims. The preference will be given to the items bearing ISI/ISO 9000 quality control mark.
9. Successful tenderer will have to furnish **security deposit to the extent of 3% of total cost of the items** (including the cost adjusted from the EMD of successful bidder) as mentioned in the tender in the form of Demand Draft drawn on UBI, Seminary Hills

Branch, Nagpur in favour of the Pay and Account Officer, Head quarter, NVC, Nagpur. The successful tenderer should have to pay the security deposit within 10 days from date of receipt of confirmed order, failing which his/her earnest money deposit is liable to be forfeited and he/she shall cease to be a successful tenderer. Thereafter, the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur - 06, shall be free to enter into contract with any other tenderer.

10. All the Equipments/Instruments/Machinery/Furniture must be of the best quality and as per the detail technical specifications mentioned in the tender and subject to the approval of the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur - 06.
11. WARRANTY SHOULD BE FOR A MINIMUM ONE YEAR for item/equipments as well as for its accessories.
12. The tenders as furnished should remain open and should be valid for 180 days from the date of opening of tender.
13. Successful tenderer has to sign contract of terms and conditions between institute and company.
14. Any infringement of the terms and conditions of the Contract will make the tenderer liable for cancellation and further any earnest money or security deposit paid will be forfeited by the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur - 06.
15. Tenderer will not be allowed to withdraw his tender after opening the same without forfeiting his earnest money deposited.
16. The security deposit of the tenderer shall be returned to him/her only on the completion of the contract and on their furnishing the usual demand certificate, subject to the clearance of all outstanding dues, issues or points of disputes to the satisfaction of the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06.
17. If needed, at the time of opening the tender the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 or Tender Opening Committee can ask for extra specific documents and/or originals or clarification of uploaded documents to confirm its authenticity which will have to be provided at that time by the tenderer, failing which the decision taken by the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 and or Committee will be final and binding on the bidder.
18. If required the tender opening authority may ask for demonstration of the equipment at the time of opening of technical envelope.
19. The goods should be dispatched at supplier's risk; and the supplier will be responsible until the entire items are installed in good condition at the destination.

20. It is within the discretion of the concerned College/ University authorities to increase or decrease the quantity to be purchased and/ or to relax the conditions if the need arises.
21. Installation/fitting and demonstration of Equipment with satisfactory performance should be given before the payment is made to the supplier. Payment will be made after satisfactory report is received from the concerned Indenter/Scientist/Officer In Charge.
22. The Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 reserves the right to accept or reject the supplies in full or in part which do not strictly stick up to the specifications or to accept the materials supplied with slight variations in specifications or with a condition that the rates accepted shall be reduced at such rates as the competent authority of the University/College may deem fit, looking to variations and such rates shall be binding on the tenderer.
23. College authority reserves the right to accept or reject - higher version of equipment/item etc. or any other items under the same terms and conditions quoted by tenderer.
24. The credit bill / invoice should be presented in triplicate in the name of Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06, after receiving the supply order. The College authority will not be liable for any delay in payment of bill(s). Payment for goods supplied will be effected through cheque/RTGS/NEFT only. The payment of the equipment/item to successful tenderer will be released up to 80% on delivery, installation and successful demonstration of equipment/item with real time running for 15 days period. Remaining 20% will be released after availing the training and performance evaluation report from the end user.
25. Before signing the agreement bond the tenderer will have to produce Income Tax Clearance certificate.
26. Even though the tender is technically accepted but after receiving of the said equipment / instruments etc., if it is found that the technical specifications given in the tender document do not match with supplied equipment, the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 reserves the right to reject the purchase order and the purchase order will be given to the next tenderer after negotiations.
27. The Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06 reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
28. Delivery period quoted should be firm & supply to be made accordingly. If the supply is not made within the stipulated period, fine of Rs. 100 per day shall be levied.
29. All the disputes whatsoever in connection with the tender notice etc. shall be subject to the jurisdiction of Nagpur Court.
30. The firm quoting for the above mentioned equipment/item should have past experience of having supplied and installed including work of the similar equipment

to any reputed organizations like Veterinary, Government Institution/College/ Veterinary Hospital etc.

31. The firm will arrange to impart training in operating the equipment to assigned staff of the Nagpur Veterinary College, Seminary Hills, Nagpur – 06, Nagpur as per the convenience of the staff at the college. All the cost of such trainings shall have to be borne by the supplier.
32. The terms and conditions herein contained shall form part of and shall take effects as if they were included in the contract agreement to be entered into by a successful tenderer.
33. No extra payment will be made on and above the final price quoted by bidder. There should not be any hidden charges.
34. Warranty period for which claim of failure of system due to voltage fluctuations shall be entertained by company. All such rectifications should be done free of cost during warranty period
35. **Rates MUST be quoted in Indian Currency (Rupee) only**, as the comparison will be done on the basis of INR prices only. No assumptions are to be made regarding concession certificates like customs duty exemption etc. All inclusive prices in INR must be filled in the format given in Commercial Envelope (Envelope No. C2) in prescribed format. However, to pass on the benefit of concession in customs duty to educational institutes, the purchaser may, at his discretion, issue the PO in foreign currency to the lowest eligible bidder whose bid is technically valid and has been found lowest in INR prices.
36. Bidder quoting the lowest offer will be informed about the intention of award of contract (Acceptance of Tender) by sending an Advance letter of Acceptance (A/L). On acceptance of Terms and conditions of A/L and submission of security deposit, Purchase Order (Acceptance of Tender) will be released. Security deposit will be 3% of the value of goods ordered and will be retained by the purchaser till 12 months (if delivery period is 8 weeks) from the date of installation or 15 months (if delivery period is 10/12 weeks) from the date of award. In case there is delay in supply and purchaser has extended the delivery period, the retention period of security deposit will have to be extended accordingly. **Security deposit will be released after expiry of warranty period subject to clearance from the consignee Department/ College.**
37. In his/ her acceptance letter of the specified tender only, the bidder shall give,
 1. Probable dates of Pre dispatch Inspection.
 2. The delivery schedule.
 3. Date of installation and training.so that the institute can plan accordingly. Any change in the scheduled dates will be communicated at least 20 days in advance to the consignee in writing. Purchase order

will not be issued to the bidder without the security deposit and the acceptance letter containing the above schedule.

38. Unless specified otherwise in tender form or in any tender document supplied by this office, normally delivery is to be effected within 8 week from the date of final order. If the quoted delivery period is more than period prescribed, it must be justified with specific reasons to the satisfaction of the Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur – 06. Purchaser’s decision will be final in deciding the delivery period. Stores should be delivered to the consignee on working days during office hours only. Free rigorous working trial with derived results should be given at consignee’s place immediately after delivery.
39. The bidder must request to the purchase authority in advance for grant of delay in supply of item mentioning the reasons for delay. Purchaser’s decision will be final in deciding grant of delay in supply of item. The grant of delay will not be given beyond the stipulated 10 weeks period in the purchase manual. Non supply of items in the granted delivery schedule will automatically lead to declaration of bidder as defaulter and the bidder will not be allowed to participate in any further bidding process of the department.

40 GENERAL CONDITIONS OF EQUIPMENT ALONG WITH REQUIRED TECHNICAL SPECIFICATIONS:

| Sr. No. | Name of the equipments | Required Technical Specification |
|---------|---|---|
| 1. | Haematology cell counter (Supply and Installation at: Nagpur) | <p>Fully automated five-part cell counter offering a comprehensive 24-parameter complete blood count (CBC)with cellular histograms in minutes.<4 minutes to results. Internal printer.</p> <p>Sample Volume : 25µl of EDTA-preserved whole blood for three-part mode; 50µl sample size for five-part will be preferred.</p> <p>Chambers : 1 unified chamber for diluting whole blood and counting.</p> <p>Aperture Diameter : 75 to 85 µm</p> <p>Throughput : 24-30 tests/hr in three-part mode, 16-20 tests/hr in five-part mode.</p> <p>Sampling method : Open tube system with automatic sample rotor, support for all test tubes.</p> <p>Sample Types : Five Part Mode - dog, cat, horse, alpaca, llama, control.</p> <p>Three-Part Mode – mouse, rat, rabbit, ferret, pig, cattle, sheep, goat, guinea pig, primate, etc.</p> <p>Clog Prevention : High-voltage pulse on aperture in each analysis cycle, chemical cleaning and high-pressure back-flush of the aperture using cleaner reagent.</p> <p>Cleaning Procedure : High-Voltage bum of aperture, high-pressure back-flush, chemical cleaning of the aperture.</p> <p>Quality Control : Support for five-part differential control blood.</p> <p>QC Parameters include: mean ± range,</p> |

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| | | <p>SD and CV for all measured and calculated parameters, 16- and 64-day Levy-Jennings charts, separate QC database.</p> <p>Calibration : Three-measurement automatic or manual calibration of WBC, HGB, RBC, PLT, MCV, RDW, MPV and EOS/BAS absolute.</p> <p>Mutli-user features : Three-level multi-user operation with selective privilege levels, user identification with ID and password.</p> <p>User Interface : Easy-to-use, menu driven touchscreen user interface with on-screen help.</p> <p>Language : English.</p> <p>Data Capacity : At least 5000 results, including RBC, PLT, WBC three-part and five-part histograms on-board. Facility for data saving to USB pen drive or computer.</p> <p>Host Computer Interface: At least 3 USB A ports, 1 USE B port and 1 Ethernet port. Support for ASCII-based communication protocol only (V3.1)</p> <p>Data Back-up Method : Port for USB pen drive (flash drive) on side and back panels.</p> <p>Software upgrade method: USB pen drive.</p> <p>External Printer interface: USB</p> <p>Built in-Printer : “Easy Paper Operation” built in thermal printer.</p> <p>Display : Large colored touchscreen.</p> <p>External Keyboard : Standard USB-compatible keyboard.</p> <p>Power Requirement : 12V DC, 5V, 60W</p> <p>Operating Temp : 59-86°F (15-30°C).</p> |
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General Guidelines for online submission

GUIDELINES TO SUPPLIERS REGARDING GOVERNMENT OF MAHARASHTRA E-TENDERING SYSTEM.

1) REGISTRATION of Suppliers/contractors on electronic tendering system

The Suppliers/Contractors interested in participating in the e-Tendering process shall be required to enrol on the Government of Maharashtra's Electronic Tendering System to obtain User ID.

There is no charge/ fee payment to enrol into the Government of Maharashtra's e tendering system (<https://mahatenders.gov.in>)

2) Obtaining a Digital CERTIFICATE:-

The bidders can obtain the Digital Signature Certificate from any certifying authority. For more information about the digital signature bidders may visit to the portal www.cca.gov.in (Controller of Certifying Authority Government of India)

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

In case of online tendering, if the Digital Certificate issued to an Authorised User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the

bid on behalf of the Partnership Firm. The Partnership Firm has to authorise a specific individual via an authorisation certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same firm is required to authorise) to use the digital certificate as per Indian Information Technology Act, 2000.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Government of Maharashtra as per Indian Information Technology Act, 2000. The Digital Signature of this Authorised User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorised User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorised User.

The same procedure holds true for the Authorised Users in a Private / Public Limited Company. In this case, the Authorisation Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

3) Recommended Computer System and setup :-

To operate on the Electronic Tendering System, the Contractors are recommended to use Computer System with minimum windows XP/2000 or higher Operating system and good internet connectivity. Recommended browsers are Internet Explorer version 7.0 or above, Mozilla Firefox 5.0 or above. Computer should have JRE installed in your system recommended java is (**JRE 7u71 is preferable JRE**) To install java and other application may help to bidders can be downloaded from download option available on portal

4) Download of Tender DOCUMENTS and ONLINE Bid Preparation and Submission of electronic

E-tendering process will be conducted through <https://mahatenders.gov.in> the e-tendering portal of Govt. of Maharashtra in association with National Informatics Centre (NIC), Department of Information Technology & State Bank of India for e-payment. To participate in e-tendering, the intending Bidder/Contractor shall register themselves in the website of <http://mahatenders.gov.in> Detailed information for registration and submission of Bid/offers through e-tendering process are available in "Bidders Manual kit" given on home page of www.mahatenders.gov.in There are no charge for registration for bidders/Contractors.

5) Submission of Earnest Money Deposit:

Cost of TF (Tender Form) and EMD (Earnest Money Deposit) should be paid via online payment system available with the portal. For online payment of TF and EMD bidders has to ensure that their bank account is having facility of online Net Banking Payment and also to verify the limit of amount transfer of the payment with the bank for net banking.

EMD Payment will be accepted by the E-tendering process only once while Bidding.

6) Bidders who are using SB MOPS other banks Internet Banking are requested to make online payment four days in advance.

7) Vendor must read.

- ☛ Online Payment Guide For SBI Corporate Internet Banking Account Holder
- ☛ Bid Submission - Online Payment Procedure for Bidders
- ☛ Help for contractors
- ☛ Information about DSC
- ☛ Resource required
- ☛ Bidder manual kit

| Bidder Manual Kit | | |
|--------------------------|---|--|
| Sr. No. | Particulars | Downloads |
| 1 | Notice to Bidder for e-Bid Submission | Notice is Bidder |
| 2 | Registration of Bidder | Bidder Enrolment |
| 3 | Uploading of My Documents | My Documents |
| 4 | Online e-Bid Submission | Single Cover, Two Cover, Three Cover, Four Cover |
| 5 | Online Bid Withdrawal | Bid Withdrawal |
| 6 | Online Bid Re-Submission | Bid Resubmission |
| 7 | Clarifications (Tender Status, My Archive...) | Clarifications |
| 8 | Trouble Shooting | Trouble Shooting |
| 9 | BoQ Preparation Guideline | Item Rate, Percentage Rate, Item Wise With Taxes |

Tender form and any relevant documents are not be sold /issued manually from offices.

- Tender Forms can be downloaded from the e-Tendering Portal Government of Maharashtra i.e. <https://mahatenders.gov.in> there is no charge to download the documents from website.
- The date and time for online submission of envelopes shall be strictly followed in all cases. The bidder/ Contractor should ensure that their tender is submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Tender(s) not submitted online will not be entertained.
- If for any reason, any interested bidder fails to complete any online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.
- Tender shall be submitted in two Envelopes i.e. Technical Bid in Envelope-1 & Price Bid in Envelope-2 through e-Tendering procedure only on <http://mahatenders.gov.in> portal.
- Tenders submitted without two Bid systems and by without e-Tendering (<http://mahatenders.gov.in>) procedure shall be rejected.
- The Two Bids offer must be submitted along with document(s) as per the guidelines given in tender document by e-Tendering procedure only. For more detail visit "Bidders Manual Kit" page. Who's link is given on home page of e-tendering portal www.mahatenders.gov.in
- For technical bid bidder/ Contractor has to make sure that there should not be any space or special character in the file name. All the technical documents should be in .pdf format. Eg. "Registration certificate.pdf" is wrong file name. The correct file name would be "registration_certificate.pdf".
- The documents uploaded in the technical bid will be scrutinized by the evaluation Authority as per the document asked in the tender notice and tender document. The decision of the tender Evaluation Authority shall be final in this regard.
- Bidder/ Contractor, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF (for technical bid) and

excel file formats (Microsoft Excel 2003 and above file) for Price Bid. In case of technical bid, if there is more than one document, they can be clubbed together. i. e. for each cover of online envelopes only single file need to be uploaded. For e.g. to upload document having multiple pages, bidder has to scan them as single document.

- For technical bid, bidders have to make sure that there should not be any space or special character in the file name. All the technical documents should be in .pdf Or .rar format e.g. “Registration certificate.pdf” “Registration certificate.rar” is wrong file name. The correct file name would be “registration_certificate.pdf” “registration_certificate.rar”.
- For Price Bid, Do not modify the Price Bid predefined name or sheet name of Price Bid.
- Only Green cells of Price Bid are for data entry.
- Do not use cut, copy or paste while data entry into the Price Bid sheet.
- Any violation on the Price Bid shall be subjected to rejection of the bid.
- Before uploading Price Bid kindly confirm that enter detail in Price Bid has been saved correctly.
- It is important to note that, the bidder/ contractor has to **Click** on the ‘**Freeze Bid Button**’, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and shall not be considered for evaluation purposes.

For any queries relating to this e-Procurement Portal, please call 24 x 7 Toll Free No. 1800-3070-2232. All queries will be answered in English / Hindi only, In addition, the help desk can be contacted directly in the following mobile nos. 91-7878007972 and 91-7878007973.

TECHNICAL BID (ENVELOPE NO. 01)

Following documents should be uploaded in Online Technical Envelope No. 1 scanned files in PDF format/scanned images, if required can be zipped and then uploaded. These documents need to be digitally signed by individual contractor’s digital signature and uploaded during Online Bid Preparation stage.

1. **Covering Letter for Enclosure:** A covering letter stating the list of enclosures should be attached in the offer along with the checklist. Complete Address, contact details, email address, website address etc must be there on the letter head for easy and fast communication.
2. EMD or EMD exemption letter – If the bidder is the supplier registered with Central Store Purchase Organization (CSPO of Govt. of Maharashtra) / DGS & D/ NSIC/DIC, the attested copy letter of registration with CSPO / DGS & D/ NSIC/DIC and attested copy of certificate stating that the firm is exempted from the payment of EMD **MUST BE ATTACHED.** EMD exemption for firms registered with CSPO / DGS & D/ NSIC/DIC will be as per rules (please refer to Govt. Gazette part II published at Govt. Press, Charni Road, Mumbai). EMD exemptions will be as per the CSPO guidelines.
3. **Certificate of Registration:** In case of manufacturers, valid Certificate of registration with Directorate of Industry, Government of Maharashtra **MUST be attached.**

4. **GST Registration: Documentary evidences of GST registration, (GST number) MUST be attached.**
5. **Income Tax Returns/ Balance Sheet:** Pan Card along with self attested copies of Income Tax Returns of the firm for last two consecutive years or Balance Sheets of last two consecutive years duly certified by a Chartered Accountant required as a proof to establish the financial capacity of the supplier/ manufacturer **Must be attached.**
6. **Authorization Certificate: (Please see FORMAT 1)**

Original Authorization letter of the manufacturer who manufactures the item mentioned in the tender document is essential if the bidder himself is not the manufacturer.

- Authorization letter should be in typed form on the letter head of the manufacturer duly signed by the competent authority of the manufacturing company with his name and company's seal on it.
 - The letter head must contain the manufacturer's office address, factory address, contact numbers, email address and website address (if available) for verifying the details in the letter.
 - Authorization letter should be in original and from manufacturer directly.
 - It should be addressed to the Associate Dean, Nagpur Veterinary College, Nagpur clearly authorizing the bidder to participate in this tender by quoting tender No and name of the Model for the tendered item.
 - Manufacturer shall assure that he/ she will supply the equipment through the bidder and will attend all service calls during warranty period. He will also give list of authorized service providers in Maharashtra/ India.
7. The tender opening authority reserves the right to ask for any further documentary evidence to establish genuineness of manufacturer, bidder and authorization letter.

8. No Deviation Statement:- (Please see FORMAT 2)

The no deviation statement must have mention of the make & model number of the equipment/item quoted by the bidder against the tender, specification of the equipment tendered by the college, specification of the equipment offered and deviations in specifications, if any.

Bidder must detail the pro forma in format 2 and mere certifying that There is no deviation between tender specifications and specifications quoted by the bidder' is not acceptable and such bids are likely to be rejected.

9. Technical Literature/Relevant Leaflet of the equipment:

Self attested relevant leaflet/Technical literature/Maintenance manual/Catalogue highlighting products features offered in the Tender must be uploaded in original. The offer shall be considered only if the original scanned leaflets/literature is uploaded.

All the technical information about the equipment required for checking whether the equipment offered is as per Tender Specification or not, should be available in the Technical literature enclosed. The literature should be corresponding to the Model and Make offered in the commercial Bid. In case the literature contains description of more than one model, the bidder must tick mark on name of the model and make signature there.

- 10. User List for past experience:** The bidder must also produce documentary evidence that he has supplied the items of similar kind in the past to various other organizations. Self attested List of users other than this college (Nagpur Veterinary College, Nagpur) for verifying the quality of the equipment being supplied and after sales service rendered by the manufacturer. This list must contain at least three users along with the name of contact person and his contact details (postal address, email and contact number) and the items and year of purchase of that item by that department. **(Please see FORMAT 3)**

Undertaking of delivery (Please see FORMAT 4)

Original Undertaking of delivery within stipulated weeks is to be submitted.

- 11. Undertaking for giving demonstration (Please see FORMAT 5)**

The tender opening authority may ask for demonstration of the equipment at the time of opening of technical envelope to satisfy itself. Original Undertaking for giving demonstration of tendered item within short period of notice **must be attached.**

- 12. Declaration by the bidder (Risk purchase clause, Fall Clause, penalty clause): (Please see FORMAT 6)** Copy of Declaration duly signed by bidder regarding acceptance of all tender conditions and also penalty clause, Risk purchase clause, fall clause **must be attached.**

Fall Clause, Penalty Clause and Risk Purchase Clause

Fall Clause: It is a condition of the contract that the price at which the Contractor will supply the stores should not exceed the lowest price charged by the Contractor to any customer during the currency of the rate contract and that in the event of the prices going down below the rate contract prices the Contractor shall promptly furnish such information to the college and the concerned Purchasing Officer to enable him to amend the contract rates for subsequent supplies.

Penalty Clause:

Failure and termination of contract:- should you fail to deliver the stores or any part thereof within the period prescribed for delivery the Associate Dean, Nagpur Veterinary College, Nagpur shall be entitled in his opinion to take any one or more of the following steps:-

- To recover from you as liquidated damages a sum equivalent to ½ per cent of the price of the undelivered items at the stipulated rate for each week or part thereof during which the delivery of such items may be delayed subject to a maximum limit in the case of an order not exceeding rupees one lakh in value of 10 per cent and in the case of an order exceeding Rs. 1 lakh in

value of 5 per cent of the stipulated price of the stores so undelivered. Such penalty is to be deducted always by the consignee from the bill of the firm.

Risk Purchase Clause:

1. If the bidder fails to deliver the item or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the concerned Associate Dean is entitled to cancel the contract and to repurchase the items of the same specifications to the extent of the items not delivered at the risk and cost of the defaulting bidder. In the event of such a risk purchase, the defaulting bidder shall be liable for any loss which the concerned Associate Dean may sustain on that account provided the purchase, or if there is an agreement to purchase, such agreement, is made, in case of default to deliver the stores within the stipulated delivery period, within six months from the date of such default and in case of repudiation of the contract before the expiry of the aforesaid delivery, within six months from the date of cancellation of the contract of such period. In case any amount is outstanding to be paid to the defaulting contractor such amount should be withheld in the interest of Government.
2. Procedure to effect risk purchase – As soon as a contract is cancelled steps should be taken to effect repurchase of the stores still needed by floating Tender Enquiry.
 - The date of delivery in A/T, supplies made, supplies expected within the delivery period, and the prospects of the contractor executing the contract should be taken into account.
 - Where security deposit is called for by a specified date, default in furnishing the same by the target date is in itself a breach of the contract and which entitles the purchaser to cancel the contract at risk and costs of the contractor.
 - Risk purchase contract should be on the same terms (except delivery date and price) of the original contract.
 - The terms of the new contract should not be more onerous or more liberal than those of the original contract except delivery period.
 - In case the material on Risk Purchase Enquiry is available at a lesser rate than the value of original A/T, in such cases 10 percent of the original value of A/T should be recovered from the defaulting contractor.

13. Bid Form (Format - 7)

The list of documents for Technical Envelope No.1 is as follows:

| Sr. No. | List of Documents | Compulsory/ Additional |
|---------|---|------------------------|
| 1. | Scanned From Original Copy of Covering letter | Compulsory |
| 2. | EMD or EMD exemption letter | Compulsory |
| 3. | Scanned From Original Copy of Certificate of registration in case of manufacturer | Compulsory |
| 4. | Scanned From Original Copy of Documents of GST Registration/GST No. | Compulsory |
| 5. | Scanned From Original Copy of Certified copy of PAN Card. | Compulsory |
| 6. | Scanned From Original Copy of Certified copy of ITCC issued by Department of Income Tax (Last two consecutive years) or balance sheet of the firm for last two consecutive years. | Compulsory |
| 7. | Scanned From Original Copy of Authorization certificate | Compulsory |
| 8. | Scanned From Original Copy of No deviation statement | Compulsory |
| 9. | Scanned From Original Copy of Technical Literature/Relevant Leaflet of the equipment | Compulsory |
| 10. | Scanned From Original Copy of User List for past experience from Competent Authority. | Compulsory |
| 11. | Scanned From Original Copy of Undertaking of delivery | Compulsory |
| 12. | Scanned From Original Copy of Undertaking for giving demonstration | Compulsory |
| 13. | Scanned From Original Copy of Declaration - I by the bidder (Risk purchase clause, Fall Clause, penalty clause) | Compulsory |
| 14. | Bid Form | Compulsory |

COVERING LETTER FOR SUBMISSION OF TENDER

To
Associate Dean,
Nagpur Veterinary College
Nagpur

Subject: Tender for purchase of equipments reg....

Reference: Your e-tender notice no.

Sir,

In accordance with the advertisement appeared in _____ on ____ and as per terms and conditions of the tender, I am submitting herewith my tender quoting therein minimum rates for the supply of _____ (___ Nos.)

Encl: 1. _____
2. _____
3. _____

Yours sincerely,

Signature of the Tenderer

Date:

Place:

Note:

- 1. Covering letter should be on the letter head of the firm/tenderer.**
- 2. Complete Address, contact details, email address, website address etc. must be there on the letter head for easy and fast communication.**

FORMAT - 1
(Must be on the letter head of the firm)

AUTHORISATION LETTER

To,
Associate Dean,
Nagpur Veterinary College
Nagpur

Subject: Authorisation for submission of Tender for _____

Reference: Your Tender No. _____

Sir,

With reference to the subject cited above, this is to inform you that we _____ are an established manufacturer of _____ having factory at _____ since _____.

We do hereby authorize M/s _____ to quote and negotiate for items mentioned in tender enquiry No. _____ due on _____.

No other firm/agency has been authorized to quote negotiate particularly for the tender No. _____ due on _____.

We further undertake that the products supplied by M/s _____ will be fully supported by us during and after the warranty period and all the service calls will be attended by us/our authorized service provider promptly.

The list of authorized service providers in India/Maharashtra is attached herewith.

Thanking you.

For _____

Authorized signatory

Name:

Designation:

Date:

Place:

FORMAT - 2

(Must be on the letter head of the firm)

NO DEVIATION STATEMENT

To,
Associate Dean,
Nagpur Veterinary College
Nagpur

Sir,

We submit herewith a no deviation statement giving comparison of our technical offer and the specifications of the items mentioned in the tender No. _____ due on _____.

Name of the manufacturer _____ Make and Model No. _____

| Specification of equipment stated in Tender Enquiry <u>step by step</u> | Specification of equipment offered by Bidder <u>step by step</u> | Whether there is any deviation from the tender specification Yes/No | If yes indicate clearly the deviations and your justification for the deviation |
|--|---|---|---|
| 1 | 2 | 3 | 4 |
| | | | |

Name and signature of the bidder
With seal

Note:

Bidder must detail the proforma in above format and **mere certifying that ‘There is no deviation between tender specifications and specifications quoted by the bidder’ is not acceptable and such bids are likely to be rejected.**

FORMAT - 3
(Must be on the letter head of the firm)

No.
Date:

LIST OF USERS

List of users other than the Veterinary College, Nagpur for verifying the quality of the equipment being supplied and after sales service rendered by the manufacturer.

Name of the item:
Make and Model No.

| Sr. No. | Name and address of the user | Contact person with contact number and email address | Purchase order No. with date | Quantity purchased | Any complaints, queries/court matter etc. in this regard |
|----------------|-------------------------------------|---|-------------------------------------|---------------------------|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Signature of the bidder
With seal

Note: At least three users have to be given by the bidder.

FORMAT - 4
(Must be on the letter head of the firm)

No.
Date:

UNDERTAKING FOR DELIVERY

We _____ the manufacturer of _____ (name of the item) do undertake to deliver the material mentioned in the tender No. _____ due on _____ within the stipulated delivery period mentioned in the tender form.

For and on behalf of _____
Seal of the manufacturer _____

FORMAT -5

(Must be on the letter head of the firm)

No.

Date:

UNDERTAKING FOR DEMONSTRATION

We _____ the manufacturer of _____ (name of the item) do undertake to demonstrate the material mentioned in the tender No. _____ due on _____ within the stipulated delivery period mentioned in the tender form.

For and on behalf of _____

Seal of the manufacturer _____

FORMAT - 6
(Must be on the letter head of the firm)

No.
Date:

DECLARATION - I

To
Associate Dean,
Nagpur Veterinary College
Nagpur

I, the undersigned for and behalf of M/S _____ hereby accept and agree with the
Fall clause, penalty clause and Risk purchase clause for the tender No _____ Due on
_____ as published in the Manual of the office procedure for purchase of stores by the
Government departments of the Government of Maharashtra.

For and on behalf of _____

Seal of the Bidder _____

FORMAT - 7

(Must be on the letter head of the firm)

BID FORM

Date:

To
Associate Dean,
Nagpur Veterinary College
Nagpur

Ref: Your bidding documents No. Dated:

Having examined the above mentioned bidding documents, including agenda Nos. (if any), the receipt of which is hereby duly acknowledge, we the undersigned, offer to supply and deliver..... (description of goods and services) in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

We agree to abide by this bid for the bid validity period specified in the tender document or for the subsequently extended period, if any agreed to by us and it shall remain binding up on us and may be accepted at any time before the expiration of that period.

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

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

Dated this.....day of2017.

Signature
(in the capacity of)
Duly authorized to sign bid for and on behalf of
bidder

Check List of Documents to be uploaded Online:

The following documents should be uploaded by the bidders in the form of PDF Files in the same order as mentioned below, on the e-Tendering website during Online Bid Preparation stage.

Technical bid and commercial bid

| Sr. No. | List of Documents | Compulsory/ Additional |
|----------------|---|-------------------------------|
| 1. | Scanned From Original Copy of Covering letter | Compulsory |
| 2. | EMD or EMD exemption Certificate. | Compulsory |
| 3. | Scanned From Original Copy of Certificate of registration in case of manufacturer | Compulsory |
| 4. | Scanned From Original Copy of Documents of GST Registration/GST No. | Compulsory |
| 5. | Scanned From Original Copy of Certified copy of PAN Card. | Compulsory |
| 6. | Scanned From Original Copy of Certified copy of ITCC issued by Department of Income Tax (Last two consecutive years) or balance sheet of the firm for last two consecutive years. | Compulsory |
| 7. | Scanned From Original Copy of Authorization certificate | Compulsory |
| 8. | Scanned From Original Copy of No deviation statement | Compulsory |
| 9. | Scanned From Original Copy of Technical Literature/Relevant Leaflet of the equipment | Compulsory |
| 10. | Scanned From Original Copy of User List for past experience from Competent Authority. | Compulsory |
| 11. | Scanned From Original Copy of Undertaking of delivery | Compulsory |
| 12. | Scanned From Original Copy of Undertaking for giving demonstration | Compulsory |
| 13. | Scanned From Original Copy of Declaration - I by the bidder (Risk purchase clause, Fall Clause, penalty clause) | Compulsory |
| 14. | Bid Form | Compulsory |

Commercial Bid (Price Details)

Note: *Commercial Offer has to be entered online only. An Online Form, similar to the Commercial format given below, will be available to the bidders in Commercial Envelope (Envelope No.2) during Online Bid Preparation stage where bidders would quote their offer.*

| Description of item | Quantity | Final Price in Indian Rupees F.O.R Destination and inclusive of all taxes and charges |
|---|-----------------|--|
| (1) | (2) | (3) |
| Haematology cell counter (Supply and Installation at: Nagpur) | 01 | |

Note: *During Online Bid Preparation, apart from the above mentioned documents, if any need arises to upload additional documents in Technical Envelope, an option of 'Upload Additional Documents' has been provided in the e-Tendering software which will be available to bidders during Online Bid Preparation stage.*