

**Tender Document**

**PONDICHERRY UNIVERSITY**

**DEPARTMENT OF OCEAN STUDIES AND MARINE BIOLOGY**

**BROOKSHABAD CAMPUS, PORT BLAIR - 744112**

**SCHEDULE OF TERMS & CONDITIONS**

**Sub:** Supply of Minor Scientific Equipments for Department of Ocean Studies and Marine Biology, Port Blair - Reg.

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**Schedule of Requirements**

Sealed tenders are invited under single bid systems for Minor Scientific Equipments as per the technical details and specifications given below: -

**Specifications & Allied Technical Details**

1. Hydrobios water sampler – 2 Nos.

WATER SAMPLER VERTICAL W/ CASE, 5.0 liter, clear polycarbonate, silicone-polyethylene end seals (EPA approved for metals), 15 cm diam. x 40 long solid messenger x 400 gm , toolbox carry case, complete, with spares ready to deploy WITH THERMOMETER internally mounted armored case, liquid spirit filled, -5 to 45 degrees centigrade, readable through wall of clear poly carbonate wall.

Warranty: One year

2. Hydrobios Phyto Plankton Net – 2 Nos.

50 cm x 200 cm x 50 micron PLANKTON NET simple, 50 cm diameter SS ring and three pt. bridle, 2-PC PVC cod end assembly X 11 CM diameter w/ detachable lower section lined x 50 micron mesh, threaded coupler w/ bandclamp, zinc ballast weight, ready to deploy.

Warranty: One year

3. Hydrobios Zoo Plankton Net – 2 Nos.

50 cm x 200 cm x 350 micron PLANKTON NET simple, 50 cm diameter SS ring and three pt. bridle, 2-PC PVC cod end assembly X 11 CM diameter w/ detachable lower section lined x 350 micron mesh, threaded coupler w/ bandclamp, zinc ballast weight, ready to deploy.

Warranty: One year

4. Jayanth Test Standard Sieves (ASTM) - 2 Nos.

Full set at ¼ phi range – 4000 micron to 63 micron (total 26 sieves) with lid and receiver – 8” – Brass frame with international standard sieves.

5. Flame photometer – 1 No. for estimation of alkalis –

With two digit accuracy and K, Na, Ca, Li – Filters and standard accessories.

Warranty: One year

Comprehensive Warranty for the Second and Third year.

6. Hot air oven – 1 No.

14x14x14” inner chamber size – with circulation Fan and Digital Temperature Control. Suitable for operation on 220/230 volts, single phase, 50 cycles, temperature range from 50 °C to 250 °C with an accuracy of ±0.5 °C. Double wall construction and inner chamber would be of stainless steel. The best quality kanthal heater would be placed on the bottom of the chamber. One ventilation and thermometer pocket would be provided on the top. Stainless steel trays would be provided with the oven. Single door with lock and hinges insulated with glass wool would be provided to protect from any leakage of temperature. The layer of glass wool would be of 62-75mm approx. The instrument will complete with digital temperature controller cum indicator, 3 heat control switch with fan with 1.5 Kv heating coil capacity, neon indicators, plug and cord. To be operated on 230 volts 50 Hz AC mains.

Warranty: One year

Comprehensive Warranty for the Second and Third year.

7. Stainless Steel Grab – 1 No.

The sediment Grab with 50cm x 50cm size with top windows and handles will be welded in the base- made up of good quality stainless steel withstand the constant sea water interaction.

Warranty: One year

8. Three digit accuracy pH Meter – 1 No. - Lab Model

Result will be provided in three decimal levels – 0.001 – temperature control along with standard electrodes. Able to measure temperature, pH and Eh.

Warranty: One year

Comprehensive Warranty for the Second and Third year.

9. Software for the existing Leica Microscope M205C – 1 Set

12730070 - Leica LAS Montage Multifocus software; 12730071 – Leica LAS Montage 3-D viewver (requires multifocus sw); 12730072 -Leica LAS Interactive measurement software; 12730205 – Leicca Hardware USB Dongle.

Warranty: One year

Comprehensive Warranty for the Second and Third year.

### TERMS AND CONDITIONS

#### I. General Information: -

1. Last date and time of receipt of the Tenders: **23.10.2017, 3.00 PM**
2. Date & Time of opening of Tender: **23.10.2013, 3.30 PM**
3. Tender Document fee and EMD rates: -

<b>S. No.</b>	<b>Equipments</b>	<b>Tender Document fee</b>	<b>E.M.D.</b>
I.	For Minor Scientific Equipment	Rs.500/-	Rs.5,000/-

4. The bids should be submitted separately for Minor Equipment
5. For Minor Equipment, **single bid systems** has to be strictly followed.
6. However, the tender document fee and EMD as specified above should be remitted by each firm / bidder, collectively for all their bids advertised under this tender.
7. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the equipment any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Compatibility with the existing System, Training, etc.

8. The Tender Document Fee and EMD should be submitted in a separate cover superscribing **Bank Demand Draft** and which should be enclosed with the technical bid (This clause is applicable only for minor equipment).

9. The Photo Copies of the Bank Instruments on payment of EMD should be attached with each bidding covers.

10. The tender / quotation must be submitted along with the stipulated tender document fee and EMD in the sealed cover, super-scribing the name of the equipments the tender is quoted for.

The cover should also contain the information like, whether the bid is for Minor Equipment and Serial Number of Equipments for which the bids are submitted. The name and address of the bidder should also be mentioned at the "From address space".

11. For Minor Equipment, the tenders should be addressed to the Registrar, Pondicherry University

The examples for super-scribing the envelopes of the different categories of tenders are given below: -

For Minor Scientific Equipments: -

Tender submitted under single bid system for Minor Equipment advertised for the DST-SPLICE Project, <u>Department of Ocean Studies and Marine Biology, Port Blair</u>
To
The Principal Investigator, DST-Splice Project, Pondicherry University Campus, Brookshabad- Port Blair – 744 112.
From
Supplier's Address

**In case of local delivery, all tenders are to be dropped in the tender box placed at the Department of Ocean Studies and Marine Biology, Pondicherry University Campus, Brookshabad, Port Blair – 744112 – Andaman and Nicobar Islands, India. Those who submit their tenders by post shall send the same before the prescribed deadline to the The Principal Investigator, DST-Splice Project, Pondicherry University Campus, Brookshabad - Port Blair – 744 112, Andaman and Nicobar Islands, India.**

The tenders sent through fax / e-mail will not be accepted.

## **II. Common Conditions for Minor Equipments (Import or Indigenous)**

### **1. Purchase of Tender Document:**

The Tender document can be either downloaded from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in). The downloaded application should be accompanied with the tender document fee, in the form of a Demand Draft, drawn in favor of the Finance Officer, Pondicherry University, payable at Puducherry.

## **2. Price Schedule**

The bidder may quote for the entire equipments or individual items. The rates should be quoted for a single unit and also for the total quantity required by the University. The price should include the Delivery, installation, training charges (if any), Transportation to Port Blair, Octroi, etc. at the Port Blair Department, Pondicherry University, including all the taxes.

The prices quoted shall remain firm until equipment is supplied to the respective Department, Pondicherry University.

## **3. Quoting the Core price & Tax, Duties, Discount etc.**

The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.

## **4. Eligibility:**

The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting.

The firm should have been in existence for at least six years as on the date of this tender and must have executed at least three orders for this kind of equipment during the last three years.

## **5. Duty Exemption**

The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dt. 23.07.96 respectively,

### **in respect of**

- a. Scientific and technical instruments, apparatus, equipment including computers.
- b. Accessories and spare parts of goods specified in (a) above and consumables.
- c. Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, micro-chips etc.
- d. Prototypes.

Customs duties at Indian port, if any, will be to the account of the University.

## **6. Warranty:**

The material covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of **at least 12 months from the date of putting the system into operation** at the Pondicherry University, or at least 42 months from the date of receipt of the last lot of the consignment in India.

If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.

7. The information pertaining to infra-structural, power and any other requirement for satisfactory installation and commissioning of the whole system must be provided by the bidder, at least 120 days in advance of the installation to be commenced if purchase order is issued. All drawing for electrical connections, electrical safety items piping work etc. must be provided in detail.

8. Complete technical specifications and literature, including process flow, to be included with the quotation. Manufacturers of various major parts/equipment must be mentioned explicitly.

9. A clear statement regarding availability of after-sales service and availability of spare-parts for next 5 to 10 years should be included.

10. A recent customer list (within last five years) with contact details including email address is to be submitted with technical bids / bids as the case may be.

11. If the bidder is an authorized representative in India, they are requested to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified. The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.

12. All equipment must operate at 230V/50 Hz single phase and / or equivalent three phase electrical power.

13. The validity of the each quotation should be at least 1 Year from closing date of the bid.

14. The offers will not be considered if received after the bid closing date and time.

15. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

16. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.

17. No unsolicited correspondence shall be entertained after the submission of the offer.

18. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

19. Additional terms and conditions will be incorporated in the purchase order, if needed, to safeguard the interests of the University.

20. Tender is not transferable.

21. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

**22. Power to reject the offer:**

Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

23. No Agency commission will be paid to any authorized agent in India.

24. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

25. The training should be provided by the supplying companies on the specimen and operation of the equipments for a minimum period of two weeks from the date of installation with an expert team.

26. For any clarification with respect to technical specifications, please contact the respective Department Heads as per the details given below: -

<b>S. No.</b>	<b>Name of the Department</b>	<b>Name of the Heads</b>	<b>Contact Numbers</b>
1.	Department of Ocean Studies & Marine Biology	Dr.P.M. Mohan	03192-262320; +91-9434283292

**III. Specific Condition for Imported Equipments**

**1. Payment of EMD:**

The Tender must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favour of **the Finance Officer, Pondicherry University, payable at Puducherry** separately. *The amount is refundable. The Small Scale units are exempted from payment of EMD provided they should enclose proof of their exemption Certificate issued by the competent authority.*

## **2. Payments**

### **Payments terms:**

Normally a letter of Credit will be opened for 90% of CIP price, on receipt of order acknowledgement. However, 100% of the LC also be considered, if the supplier provide Bank Guarantee towards performance Security for the 10 % of the total cost of the equipment to cover the Warranty Period.

Bank charges in India shall be borne by the purchaser and outside India shall be born by the contractor / supplier.

3. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in Rupees or in US Dollars or in major foreign currencies.

### **4. The total cost should be quoted for FOB as well as CIF – Pondicherry University, Port Blair.**

5. However, the price quoted under FOB or should also include the following cost if they are required during the initial stage:

- a) Local freight / insurance for Chennai airport to University laboratory at Port Blair.
- b) Installation cost if any.
- c) Cost of consumables which are required for the equipment for initial operation upto a reasonable time.

6. In case of the Principal supplier of Foreign country unable to meet the conditions stated at para no.4, the local agent / dealer should fulfill the above said conditions in respect of Local Insurance, Freight, safety transport and installation, etc.

7. The bidder from within India shall obtain the requisite approval for Imports etc., if required.

## **IV. Specific Condition for Indigenous Equipments**

### **1. Price Schedule:**

The price quotes on Indian Rupees or FOB or CIF should also include the expected installation cost in the University Laboratory and also cost of consumables which are required for the main equipment for initial operation upto a reasonable period.

### **2. Time Limit for the supply:**

The Successful bidders should supply the items, etc, **within 15 days** after receipt of the firm supply orders.

### **3. Payments terms:**

Out of total contract/ purchase price, 90% of the amount will be paid on satisfactory installations. Balance of 10% of the amount shall be retained as Security Deposit, towards satisfactory performance of the equipment, and which may be released on submission of a **performance bond supported by a Bank Guarantee** (format enclosed in Annexure – I) (**obtained from Nationalized Bank of India**) for the 10% of the total contract/ purchase value, for the duration of the Warranty period.

## **V. Specific Conditions for Purchase of Equipments for the Department of Ocean Studies & Marine Biology, Port Blair, Andamans.**

All the equipments to be purchased for Department of Ocean Studies & Marine Biology, Port Blair should be delivered and installed at Port Blair, Andamans.

The Service Taxes and Octroi whichever are applicable for Port Blair, Andaman are to be borne by the supplier.

The quoted price for the equipment of this particular Department should be inclusive of the above additional cost (if any), for which no separate claim will be entertained by the University in any case.

**VI. Specific Conditions for the supply of software (Single Vendor / Multiple Software Distributor)**

1. The Software are to be considered under Minor Equipment Category for which the payment of applicable EMD and tender document fee are to be paid as per the para no.IV(1) of the terms & conditions of this tender.
2. The Bidder(s) must be authorized business partners of Global / National service providers of the respective Software Packages.
3. The Bidders must enclose authorization letter from the respective global / national service providers of the above said Software particularly mentioning an undertaking that in case of default by the Bidder, they (Global Service Provider) shall take over all the responsibilities of the Bidder.
4. The Bidder should not be involved in any Bankruptcy filing for protection from it.
5. The necessary service support should be provided by Bidder during the agreement period.

**VII. Specific Conditions for the supply of MS Campus Agreement and Antivirus packages**

1. These are to be considered under Minor Equipment Category for which the payment of applicable EMD and tender document fee are to be paid as per the para no.IV(1) of the terms & conditions of this tender.
2. The Bidders must enclose authorization letter from the respective global / national service providers of the above said MS Campus Agreement and Antivirus Packages in specific reference to this tender with a clear undertaking that in case of default by the Bidder, they shall take over all the responsibilities of the Bidder.
3. The Bidder should not be involved in any Bankruptcy filing for protection from it.
4. The necessary service support should be provided by Bidder during the agreement period.

**REGISTRAR**

Date: 25/09/2017