

E-5 (Revised and Enlarged)

**PROCUREMENT OF GOODS  
UNDER  
SHOPPING PROCEDURES**

*(For Contracts valued more than the  
equivalent of US \$ 30,000 and less than  
US \$1,00,000 each)*

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER SHOPPING PROCEDURES**

To

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Dear Sir,

**Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF ADJUSTABLE  
MICROPIPETTES**

1. You are invited to submit your most competitive quotation for the supply of following goods: -

<b>Brief Description of the Goods</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
<b>SUPPLY OF ADJUSTABLE MICROPIPETTES</b>	Refer Annex – I	Refer Annex – I	30 Days	NCSCM, Chennai	

2. Government of India has received a credit from the International Development Association (IDA) in various currencies Integrated Coastal Zone Management Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. To assist you in the preparation and submission of your quotation, we are enclosing the Bid Document.
4. You are requested to provide your offer latest by **03-03-2020** hours on **11.00AM**
5. We look forward to receiving your quotations and thank you for your interest in this Project.

**Sd/-  
Director  
National Centre for Sustainable Coastal Management  
Anna University Campus,  
Chennai – 600 025**

## **Instructions to Bidders**

### **A. General**

#### **1. Eligible Goods and Services**

1.1 All goods and ancillary services to be supplied under the Contract shall have their origin in eligible source countries, defined in the IBRD Guidelines for Procurement and all expenditures made under the Contract will be limited to such goods and services.

#### **2. Cost of submission of Quotations:**

2.1 The Bidder shall bear all costs associated with the preparation and submission of its quotation, and NCSCM, hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **B. The Bidding Documents**

#### **3. Content of Bidding Document:**

3.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instruction to Bidders (ITB);
- (b) Schedule of Requirements;
- (c) Technical Specifications;
- (d) Quotation Form and Price Schedules;
- (e) Contract Form;
- (f) Conditions of Contract
- (g) Performance Security Form;
- (h) Performance Statement Form;

3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a quotation not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its quotation.

### **C. Preparation of Quotations**

#### **4. Documents Constituting the Quotation:**

4.1 The quotation prepared by the Bidder shall comprise the following components:

- (a) The completed Quotation Form and Price Schedule;
- (b) Documentary evidence established in accordance with ITB Clause 7 that the Bidder is eligible to quote and is qualified to perform the contract if its quotation is accepted;

#### **5. Quotation Form**

5.1 The Bidder shall complete the Quotation Form and the Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity and prices.

**6. Bid Prices:**

- 6.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices (in Indian Rupees) of the goods it proposes to supply under the Contract. However, Bidders shall quote for the complete requirement of goods and services specified under each item on a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.
- 6.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (i) The price of the goods, quoted delivered to the consignee including all duties and taxes already paid or payable;
  - (ii) GST payable on the goods if this Contract is awarded; and
  - (iii) The price of other incidental services listed in Clause of Conditions of Contract.
- 6.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A quotation submitted with an adjustable price will be treated as non-responsive and rejected.

**7. Documents Establishing Bidder's Eligibility and Qualifications:**

- 7.1 The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted.
- (a) Bidder is manufacturer/agent authorized by the manufacturer/Authorized dealer;
  - (b) The legal status, place of registration, place of business of the company, or firm or partnership;
  - (c) In case of manufacturer:
    - (i) Details of Manufacturing unit;
    - (ii) Copy of Manufacturing license duly renewed up to date;
    - (iii) Copy of Capacity installation certificate;
  - (d) In case of agent Manufacturer's authorization to submit quotation on his behalf;
  - (e) In case of authorized dealer, Manufacturer's authorization for the goods for which quotation is being submitted;
  - (f) Copy of Annual turnover statement for preceding three financial years namely (2016-17 to 2018-19);
  - (g) Copies of balance sheet and profit and loss account for preceding three financial years, namely (2016-17 to 2018-19);
  - (h) Copies of GST Registration Certificate and TAN;
  - (i) PAN number with self-attested copy of PAN Card;
  - (j) Details of experience and past performance of the bidder on equipment offered and those of similar nature during the past three financial years namely (2016-17 to 2018-19) in the format attached;

**8. Documents Establishing Goods' Conformity to Bidding Documents**

- 8.1 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods

- (b) a list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years, following commencement of the use of the goods by the Purchaser; and
- (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

**9. Period of Validity of Bids**

- 9.1 Bids shall remain valid for 60 days after the deadline for submission of quotations prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or e-mail or fax). A Bidder granting the request will not be required nor permitted to modify its bid.

**10 Format and Signing of Bid**

- 10.1 The Bidder shall prepare one copy of the quotation. The quotation shall be typed or written in indelible ink and shall be signed by the Bidder to bind the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person signing the quotation. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons signing the quotation

**D. Submission of Quotation**

**11. Sealing and marking of quotation:**

- 11.1 The Bidders shall seal the quotation. The envelope containing the quotation shall:

- (a) be addressed to the Purchaser at the following address:

**The Director**  
**National Centre for Sustainable Coastal Management**  
Ministry of Environment Forest & Climate Change (MoEF & CC)  
Anna University Campus  
Chennai – 600025

- (b) The Tender Document superseding "**Tender reference Number and Do not open before 31-01-2020 on 11.00 AM**"

- 11.2 The envelopes shall also indicate the name and address of the Bidder to enable the quotation to be returned unopened in case it is declared "late".
- 11.3 If the envelope is not sealed and marked as required by ITB Clause 11.1, the Purchaser will assume no responsibility for the Quotation's misplacement or premature opening.
- 11.4 E-mail, cable or facsimile bids will be rejected.

**12. Deadline for Submission of Quotations**

- 12.1 Quotations must be received by the Purchaser at the address specified under ITB Clause 11.1 (a) no later than the time and date specified in the Invitation for Quotations (Section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

- 12.2 The Purchaser may, at its discretion, extend this deadline for submission of quotations by amending the bid documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**13. Late Bids**

- 13.1 Any quotation received by the Purchaser after (as per Purchaser's clock) the deadline for submission of quotations prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.

**E. Opening and Evaluation of Quotations**

**14. Clarification of Quotations**

- 14.1 During evaluation of quotations, the Purchaser may, at its discretion, ask the Bidder for a clarification of its quotation. The request for clarification and the response shall be in writing and no change in prices or substance of the quote shall be sought, offered or permitted

**15. Preliminary Examination**

- 15.1 The Purchaser will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.
- 15.2 Arithmetical errors if any be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of errors, its quotation will be rejected.
- 15.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- 15.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each quotation to the bidding documents. For purposes of these Clauses, a substantially responsive quotation is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 13), Payment (GCC Clause 14) and Delivery (GCC Clause 8) will be deemed to be a material deviation. The Purchaser's determination of a quotation's responsiveness is to be based on the contents of the quotation itself without recourse to extrinsic evidence.
- 15.5 If a quotation is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**16. Evaluation and Comparison of Quotations:**

- 16.1 The Purchaser will evaluate and compare the quotations which have been determined to be substantially responsive. No quotation will be considered if the complete requirements covered in the item is not included in the quotation.
- 16.2 The Purchaser's evaluation of a bid will exclude and not take into account, in the case of goods manufactured in India or goods of foreign origin already located in India, taxes, which will be payable on the goods if a contract is awarded to the Bidder.

- 16.3 The Purchaser's evaluation of a bid will take into account, in addition to the bid price (Delivery up to final destination) and price of incidental services, the availability in India of spare parts and after-sales services for the goods / equipment offered in the quotation

**F. Award of Contract**

**17. Post-qualification**

- 17.1 The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive quotation meets the following Qualification Criteria and is qualified to perform the contract satisfactorily.

(a) In the case the Bidder is a Manufacturer, he should have manufactured, tested and supplied the equipment (s) similar to the type specified in the "Schedule Requirements" up to at least one contract of 80% of the quantity required in any one of the past three financial years i.e. 2016-17 to 2018-19.

"OR"

He should have manufactured, tested and supplied the equipment (s) similar to the type specified in the "Schedule Requirements" up to at least two contracts of 60% each of the quantity required in any one of the past three financial years i.e. 2016-17 to 2018-19.

"OR"

He should have manufactured, tested and supplied the equipment (s) similar to the type specified in the "Schedule Requirements" up to at least three contracts of 40% each of the quantity required in any one of the past three financial years i.e. 2016-17 to 2018-19.

The equipment offered for supply must be of the most recent series models incorporating the latest improvements in design. The models should have been released on or after August 2017 and be in satisfactory operation for 12 months as on the date of opening of quotations.

(b) In case the bidder is an Agent of the Manufacturer or an Authorized dealer of the Manufacturer of the equipment offered by the bidder, the bidder should furnish the following:

- (i) Document in support of the Manufacturer (of the equipment offered) meeting the requirement as at (a) above;
- (ii) Manufacturer's authorization in case of an Agent and Authorized Dealership Certificate in case of an Authorized Dealer assuring full Guarantee and Warranty as required in Conditions of Contract;
- (iii) Documents to show that he has supplied, installed and commissioned satisfactorily at least one contract of 80% of the quantity similar to the type specified in the "Schedule of Requirements" in any one of the past three financial years i.e. 2016-17 to 2018-19;

"OR"

Documents to show that he has supplied, installed and commissioned satisfactorily at least two contract of 60 % each of the quantity similar to the type specified in the "Schedule of Requirements" in any one of the past three financial years i.e. 2016-17 to 2018-19;

"OR"

Documents to show that he has supplied, installed and commissioned satisfactorily at least three contracts of 40% each of the quantity similar to the type specified in the "Schedule of Requirements" in any one of the past three financial years i.e. 2016-17 to 2018-19.

The above mentioned supplied equipments must be in satisfactory operation for at least 6 months on the date of opening of quotations.

The bidders should furnish information on all past supplies and satisfactory performance for both (a) and (b) above on the prescribed format attached. (Attachment 3). For the purpose of successful completion of supply, end user certificate needs to be submitted along with the Purchase / Supply / Work order. Merely submission of Purchase order / Supply Order / Work order will not be sufficient.

17.2 The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7, as well as such other information as the Purchaser deems necessary and appropriate.

17.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

**18. Award of Contract:**

18.1 The Purchaser will award the Contract to the successful Bidder whose quotation has been determined to be substantially responsive and has been determined as the lowest evaluated quotation, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**19. Purchaser's right to vary Quantities at Time of Award**

19.1 The Purchaser reserves the right at the time of Contract award to increase or decrease by up to 25 percent of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**20. Purchaser's Right to accept any quotation and to reject any or all quotations:**

20.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.

**21. Notification of Award:**

21.1 Prior to the expiration of the period of quotation validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable/e-mail or fax, to be confirmed in writing by registered letter, that its quotation has been accepted.

21.2 The notification of award will constitute the formation of the Contract.

**22. Performance Security:**

22.1 Within 10 days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in any of the Form provided in the bidding documents (Attachment 1) and sign the Contract Form in the Office of the Purchaser.



22.2 Failure of the successful bidder to comply with the requirement of ITB Clause 23.1 shall constitute sufficient grounds for the annulment of the award in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.

**23 Corrupt or Fraudulent Practices**

23.1 The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders/ Suppliers/ Contractors under Bank-financed contracts, observe the highest standard of ethics and not indulge in corrupt and fraudulent practices, during the procurement and execution of such contracts.

**QUOTATION FORM**

Date : .....Credit/Loan No : .....IFQ No : .....

TO: (Name and address of purchaser)

Gentlemen / Ladies :

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver Item numbers ..... in conformity with the said bidding documents at the unit rates as specified in the attached Price Schedule.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we will furnish Performance Security equivalent to ..... percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this bid for the Bid validity period specified in ITB Clause 8 of the bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

We clarify/confirm that we comply with the eligibility requirements as per ITB Clause 1 of the bidding documents.

Dated this ..... day of ..... 201 .....

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of the Bidder)

**PRICE SCHEDULE**

Item No	Description of the goods	Quantity	Unit	Quoted unit price for delivery up to destination	Cost of Incidental services	Total Unit cost (Rs) [Col(5+6)]		Amount (Rs) [Col(3x9)]	GST (%)
						In Figures	In words		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

We agree to supply the above items of goods in accordance with the technical specifications for the amount against each item as shown in the Price schedule, within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature of Supplier**

**CONTRACT FORM**

**THIS AGREEMENT** made the .....day of....., 2020... Between.....  
(Name of purchaser) (Hereinafter called "the Purchaser") of the one part and..... (Name of Supplier) of ..... (Hereinafter called "the Supplier") of the other part:

**WHEREAS** the Purchaser is desirous that certain Goods and ancillary services viz., ..... (Brief Description of Goods and Services) and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of ..... (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Quotation Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) Conditions of Contract; and
  - (e) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied /provided by the Supplier are as under:

Sl.No	Brief description of goods and services	Quantity to be supplied	Unit rates	Total price	Delivery terms

**REF: NCSCM/PROC/Micropipettes/2020/G-105**

**TOTAL VALUE:**

**DELIVERY SCHEDULE:**

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
said ..... (For the Purchaser)  
in the presence of:.....

Signed, Sealed and Delivered by the  
said ..... (For the Supplier)  
in the presence of:.....

**CONDITIONS OF CONTRACT**

**1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Contract;
- (e) "CC" mean the Conditions of Contract contained in this section.
- (g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract

**2. Standards**

2.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

**3. Use of Contract Documents and Information; Inspection and Audit by the Bank**

- 3.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 3.2 The supplier shall permit the Bank to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Bank, if so required by the Bank.

**4. Patent Rights**

4.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

**5. Performance Security:**

5.1 Within 10 days of receipt of the notification of contract award, the Supplier shall furnish performance security to the Purchaser for an amount of 5% of the contract value, valid up to 60 days after the date of completion of performance obligations including warranty obligations. The

proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

- 5.2 The Performance Security shall be in one of the following forms:
- (a) A Bank guarantee issued by a nationalized/scheduled bank located in India, in the form provided in the bidding documents (**Attachment 1**); or
  - (b) A cashier's cheque, banker's certified cheque, or crossed demand draft or pay order in favour of Purchaser;
- 5.3 In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 months and the Performance Bank Guarantee for proportionate value shall be extended 60 days over and above the extended warranty period.
- 5.4 In the event of any contract amendment, the Supplier shall, within 15 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for 60 days after the completion of performance obligations including warranty obligations.
- 5.5 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including warranty obligations under the contract.

## **6. Inspections and Tests**

- 6.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 6.2 The inspections and tests may be conducted on the premises of the Supplier, at the Goods final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
- 6.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 6.4 Nothing in GCC Clause 6 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **7. Packing**

- 7.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 7.2 The Supplier will be required to make separate packages for each Consignee. Each package will be marked on three sides with proper paint/indelible ink, the following:

i) Project ii) Contract No. iii) Country of Origin of Goods iv) Supplier's Name, and v) Packing list reference number.

## **8. Delivery and Documents**

8.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of Award. Upon delivery of the Goods, the supplier shall notify the purchaser and the insurance company by cable/e-mail/fax the full details of the shipment including contract number, railway receipt number and date, description of goods, quantity, name of the consignee etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:

- (i) 2 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
- (ii) Railway receipt/acknowledgment of receipt of goods from the consignee(s);
- (iii) 2 Copies of packing list identifying the contents of each package;
- (iv) Insurance Certificate;
- (v) Manufacturer's/Supplier's warranty certificate;
- (vi) Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vii) Certificate of Origin.

The above documents shall be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.

## **9. Insurance**

9.1 The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes

## **10. Transportation**

10.1 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination, transport to such place of destination including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

## **11. Incidental Services**

11.1 The supplier may be required to provide any or all of the following services:

- (a) Unloading, safe storage and handling of the consignment at the delivery site;
- (b) Performance of the on-site assembly, commissioning and start-up of the supplied Goods;
- (c) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (d) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;



- (e) training of the Purchaser's personnel (3 people in one batch ), at the Supplier's office or other facility in the assembly, start-up, operation, maintenance and/or repair of the supplied Goods.
- (f) Maintenance repair of the goods at each location during the warranty period including supply of all spares;

## **12. Spare Parts**

12.1 The Supplier may be required to provide any or all of the following notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) In the event of termination of production of the spare parts:
  - (i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (ii) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

12.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.

## **13. Warranty (Onsite)**

13.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

13.2 The warranty period shall be 36 months from date of acceptance of Goods or 42 months from the dates of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract.

13.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

13.4 Upon receipt of such notice, the Supplier shall, within 15 days and with all reasonable speed, repair or replace the defective goods or parts thereof, free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 months above the initial warranty period.

13.5 If the Supplier, having been notified, fails to remedy the defect(s) within 15 days, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **14. Payment**

14.1 The method and conditions of payment to be made to the Supplier (in Indian Rupees) under this Contract shall be as under:

- (i) *On Delivery*: Eighty percent of the contract price shall be paid on receipt of Goods at the final destination; and
- (iii) *On Final Acceptance*: the remaining twenty percent of the Contract Price shall be paid to the supplier within 30 days after the date of the acceptance certificate issued by the Purchaser's representative for the respective delivery

14.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted and upon fulfillment of other obligations stipulated in the contract.

14.3 Payments shall be made promptly by the Purchaser but in no case later than sixty (60) days after submission of the invoice or claim by the Supplier.

## **15. Prices**

15.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

15.2 Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

## **16. Contract Amendments**

16.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **17. Assignment**

17.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

## **18. Delays in the Supplier's Performance**

18.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

18.2 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

18.3 Except as provided under GCC Clause 21, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 18.2 without the application of liquidated damages.

**19. Liquidated Damages**

19.1 Subject to GCC Clause 21, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 20

**20. Termination for Default**

20.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 18; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

20.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 20.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

**21. Force Majeure**

21.1 Notwithstanding the provisions of CC Clauses 18, 19, 20, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

**22. Settlement of Disputes**

22.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

22.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Arbitration proceedings shall be conducted by a sole Arbitrator, in accordance with Arbitration and Conciliation Act 1996.

**PERFORMANCE SECURITY BANK GUARANTEE FORM**

**TO:**

.....  
.....  
.....

**WHEREAS**..... (Name of the Supplier) hereinafter called “the Supplier” , has undertaken, in pursuance of Contract to supply..... (Description of equipment and services) hereinafter called “the Contract”

**AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a national/scheduled Bank located in India for the sum specified therein as security for compliance of the Supplier’s performance obligations in accordance with the Contract.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier up to a total of Rs.....(in figures) ..... (in words) (Amount of Guarantee) and we undertake to pay you up on your written demand declaring the Supplier to be in default under the Contract and without cavil or argument any sum or sums within the limit of Rs. .... (Amount of Guarantee) without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until the ..... day of ..... 2020.

Date .....

Signature and seal of Guarantors  
Address:.....  
.....

Attachment 2

Format of Performance Statement for the last three years to be submitted by the Bidder

IFQ No.....

Name of Bidder.....

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of equipment ordered	Value of order (Rs)	Date of completion of delivery As per contract/ Actual or revised	Quantity of supplies made as on date	Additional supplies to be made in the period of this contract	Remarks indicating reason for late delivery, if any	Has the equipment been satisfactorily functioning (Attach a certificate from the Purchaser)
1	2	3	4	5	6	7	8	9

**Technical Specification for the adjustable Micropipettes****Quantity Required: 10 sets**

Item No:	Specifications
1	<p><u>Reqierd range of Micropipettes</u>  a) 0.2– 2µl, b) 0.5– 10µl, c) 2 – 20µl, d) 5– 50µl, e) 10– 100µl, f) 20 – 200µl, g) 100-1000µl, h) 1000-5000µl.</p> <p><u>Reqierd range of Pipette tip</u>  a) 0.2– 2µl, 0.5– 10µl, 2 – 20µl, 5– 50µl, 10– 100µl, 20 – 200µl, 100-1000µl, 1000-5000µl  b) Each 1000 numbers  c) Pipette tip boxes: 10 boxes for each size</p> <p><u>Pipette stands</u>  d) Ten Stands for Micropipettes</p>
2	<ul style="list-style-type: none"> <li>• It should be a high precision pipettes which combine all the requirements of a modern pipette with the highest level of accuracy and precision It should have Steel alloy plunger that does not bend or break and a large ejection spring that provides low ejection forces.</li> <li>• It should have fully autoclavable pippet body and should be compitable with the all the major tip brands</li> <li>• It should be highly resistant to heat, acids and alkalies, mildew, bleaches, aging, sunlight and abrasion</li> </ul> <p>Exchangeable volume control knobs (adjust variable volume pipette to a fixed volume pipette)</p> <p>It should provide a thumb-friendly soft spring pipetting system that reduces plunger pressure by up to 50% and guarantees comfortable work</p> <ul style="list-style-type: none"> <li>• It should follow silicone “O” ring technology, with adjustable single channel pipettes</li> <li>• It should have thick synthetic polymer seals that do not split or leak and can be used for many years without replacement costs.</li> <li>• Each micropipette should be supplied with factory calibration certificate</li> <li>• It should be robust steel alloy body that protects internal components from physical damage.</li> <li>• Volume Lock Feature (Select the desired volume and lock the indicator)</li> <li>• It should have Aluminum alloy shaft that offers superior durability while making tip loading easy and shaft does not wear down from loading friction. It should have minimum 5 Years Warranty or more</li> </ul>