



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

## ADVERTISED TENDER ENQUIRY

Department: Life Science

Tender Notice No: NITR/PW-SR/LS/2020/32

Date: 28/02/2020

To

### Important Dates

#### Bidding through

e-Procurement Portal of Ministry of HRD,  
Govt. of India (e-Wizard)

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of submission of bid	20/03/2020	03:00 PM
Date of Opening of techno-commercial bid:	23/03/2020	03:00 PM

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

For any queries kindly contact to:

**Attention:**  
**Dr. B. Nayak**  
**Department of Life Science**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA – 769 008, ODISHA, India**  
**Phone: (0661) – 2462682**  
**E-mail: [nayakb@nitrkl.ac.in](mailto:nayakb@nitrkl.ac.in),**

Yours sincerely,

**Sd/-**

Name: Dr. B. Nayak  
PI, Project: SR/18/LS/061

#### Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

## 1. Schedule of requirements

Sl. No.	Description of Goods/Service	Quantity
01.	<b>Freeze Dryer</b> with its accessories (as per details in Annexure-I)	01 Unit

## 2. Specifications and allied Technical Details

<b>As per Annexure – I</b>
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## 3. Format of Quotation

It is a **two-part** bid with separate techno-commercial and price bids.

4. The bid should be submitted through <https://mhrd.euniwizarde.com/HomePage/ebidSites?siteName=mhrd>

5. Quotations should be valid for a period of **90** days from the closing date of opening of techno-commercial bid.

## 6. Some important dates:

- |      |   |                         |                       |
|------|---|-------------------------|-----------------------|
| i.   | <b>Pre-bid Conference</b>               | <b>Date: NA</b>         | <b>Time: NA</b>       |
| ii.  | <b>Last date for submission of bid</b>  | <b>Date: 20/03/2020</b> | <b>Time: 03:00 PM</b> |
| iii. | <b>Opening of Techno-commercial bid</b> | <b>Date: 23/03/2020</b> | <b>Time: 03:00 PM</b> |

7. **Warranty:** 3 years' comprehensive onsite warranty must be provided.

8. **Technical Evaluation Criteria:** As per the detailed equipment technical specifications given in Annexure –I. If required, the bidder may be asked to provide clarification regarding the technical aspects.

- Complete technical specification of the instruments and its necessary parts and accessory items required for running the instrument.
- A complete design along with clear indication/markings of specification mentioned in the technical bidding document (wherever possible) of the instrument.
- Scanned copy of technical brochure and website reference of the same must be included in the bid.
- A duly signed detailed user list with the concerned person's valid contact details, in India or abroad where instrument is still in operational condition must be provided.
- A copy of the Authorization Certificate issued by the Principals in favor of the Indian agent along with a certified copy of the Agency Agreement between the foreign Principal and Indian agent. Both these certificates must be up-to date.
- A letter in the official letter head of the principal declaring the Indian agent as their authorized agency to bid, must contain the official tender enquiry no as depicted in e-Wizard Portal, must be included with the technical bid. (This must not be clubbed with Authorization Certificate).
- A duly signed separate compliance sheet of the specification (at every point) mentioned in the technical part along with the deviation (if any). This compliance sheet will not be considered as technical specification of the instrument.

**9. Other Qualification criteria:**

**Eligibility of Bidders:**

1. Delivery period 60 days from the date of placement of the Purchase Order.
  2. Customer support strength by the vendor.
  3. Possible quicker availability of the vendor when problem occurs.
  4. Mode of handling complains (whether by fault ticket/complain even by email or by phone etc.)
  5. Necessary documents as mentioned in Annexure -I
  6. Any other points may have deemed fit by the committee at time of technical evaluation of bid documents.
- 10. Financial Bid Evaluation Criteria:** The comparison will be made for the award of contract on the overall price basis.
- 11.** (a) All prices to be quoted on FOR basis (NIT Rourkela) in INR.  
(b) GST: GST should be charged at applicable rates against DSIR certificate.
- 12. Bid Security (EMD) and Tender Cost: EMD (Earnest Money Deposit)** need to be submitted through online portal only for **INR 8000/- (Rupees Eight thousand only)** and Tender cost (Non-refundable) through online mode for **INR 500/- (Rupees Five Hundred only)**. The EMD (Earnest Money Deposit) of unsuccessful bidders should be returned to them at the earliest and latest on or before the 30<sup>th</sup> day after the award of the contract. EMD shall bear no interest. Any bid without accompanying with EMD & Tender Cost is liable to be treated as non-responsive and rejected.
- 13. Performance Security: 5% of contract value** in shape of Bank Guarantee/Demand Draft (DD) in favor of "Director, NIT Rourkela" payable at Rourkela from any Scheduled Commercial Bank except Co-operative and Gramin bank. Performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the supplier including warranty obligation. Performance Security should be submitted within 15 days from the date of receipt of Order. And EMD (Earnest Money deposit) amount of successful bidder will be returned after the receipt of performance security in case of award of contract to successful bidder.
- 14.** Please send your quotations through e-Procurement Portal of Ministry of HRD Portal <https://mhrd.euniwizarde.com/>
- 15.** For technical details, you may contact
- Dr. B. Nayak**  
Department of Life Science  
National Institute of Technology, Rourkela – 769 008.  
**Phone: (0661) – 2462682**  
**E-mail: [nayakb@nitrkl.ac.in](mailto:nayakb@nitrkl.ac.in)**
- NB: Please furnish your Dealership Certificate (must) and Proprietary Nature Certificate (If applicable)**



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

## BID DOCUMENT

### 1. Instructions to the bidders

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769008, Odisha, from the intending bidders for supply of the goods/stores/ equipment's for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in **BOQ** in clear terms without ambiguity.
- 1.3 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.4 The last date for receipt of the bid is marked in the enquiry.
- 1.5 The Bid should be uploaded in MHRD Portal <https://mhrd.euniwizarde.com/> Please follow the guideline of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.4 above shall not be taken into consideration.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered nonresponsive.
- 1.9 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., techno-commercial bid and financial bid.
- 1.10 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages are acceptable.
- 1.11 Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
  - i) Khadi and Village Industries Commission (KVIC)
  - ii) National Small Industries Corporation (NSIC)
  - iii) Any other body specified by Ministry of MSME/GOI

### 2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal (<https://mhrd.euniwizarde.com>) using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

## **2.1 REGISTRATION PROCESS ON ONLINE PORTAL**

1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal. Bidders to register upon enrolment their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile
3. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
4. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
5. Bidders must ensure that they have the latest version of Java installed in their local system.
6. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
7. After completion of registration payment, you need to send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.

## **2.2 TENDER DOCUMENTS SEARCH**

1. Various built in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **2.3 BID PREPARATION**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

## 2.4 BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## 2.5 AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## 2.6 ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. e-Procurement support any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the **24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Er Sanjeet Kumar Jha (+91-8882495599), 9355030626. Amit Kumar Jha 9355030627, 9205898226**

**Email Support:**

For any eProcurement Application Service Requests and Technical issues related to Document Uploads, Tender Publishing, Issue of Corrigendum, Encryption/Decryption Key issues, Bid Evaluation, Bidder Login issues, New Registration issues, Key Uploads, DSC Key installation, Bid Submission, system users may please mail to Sanjeet Kumar Jha [ewizardsanjeet.kumar@gmail.com](mailto:ewizardsanjeet.kumar@gmail.com)

### 3. Conditions of the bid:

3.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or Ad Valorem rate must be specified. Packing, forwarding, freight etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.

3.2 Duties and Taxes are to be quoted separately. Ad Valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

**It may be noted that the Institute is availing custom duty exemption in terms of Notification No. 51/96 – Customs dt. 23.07.1996, Notification No. - 47/2017- Integrated Tax (Rate) dt. 14.11.2017 and Notification No- 45/2017 – Integrated tax (Rate) dt. 14/11/2017 & Notification No. - 45/2017- Central tax (Rate) dt. 14.11.2017, Notification No. - 45/2017- Union Territory Tax (Rate) dt. 14/11/2017 [Vide DSIR, Ministry of Science and Technology, Government of India, Registration No.: TU/V/RG-CDE (227)/2016, dated: 13.11.2018]**

3.3 The goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be reached within **60 days** from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.

3.4 The bid should remain valid for a period of **90 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.

3.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

3.6 The goods offered should strictly conform to the specification and technical details mentioned in Annexure-I.

3.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.

3.8 Period of guarantee/warranty, where applicable, should be specified in the bid.

3.9 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Rourkela to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

3.10 The successful bidder may be required to execute a contract, where applicable.

3.11 The bidder has to furnish up to date Income Tax Clearance Certificate along with the bid.

3.12 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft, within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.

3.13 In case of Advance payment, the payment will be made on either in Foreign Demand Draft or Wire Transfer only. The proforma invoice copy need to be sent for advance payment.

- 3.14 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 3.15 The bid document/resultant contract will be interpreted under Indian Laws.

#### **4. Other Instructions to the Bidders**

##### **For goods manufactured abroad**

- (i) If the instrument is of foreign origin (i.e. manufactured in foreign country) then price must be quoted in foreign currency.
- (ii) The price must be mentioned with clear demarcation at every stage such as instrument price, discount, packing and forwarding, transport, insurance whichever is applicable.
- (iii) Bidder should mention the country of origin and the country from which goods will be finally shipped
- (iv) In case, an Indian agent is directly submitting a bid on behalf of its Principals, a copy of the Authorization Certificate issued by the Principals in favour of the Indian agent should be furnished along with a certified copy of the Agency Agreement between the foreign Principal and Indian agent. Both these certificates must be up-to-date
- (v) A letter in the official letter head of the principal declaring the Indian agent as their authorized agency to bid must contain the official tender enquiry no as depicted in CPP portal must be included with the technical bid. (This must not be clubbed with Authorization Certificate)
- (vi) For items with foreign origin, price must be quoted in foreign currency up to CIP Kolkata basis and NIT Rourkela will arrange customs clearance (in coordination with the supplier) and transportation to NIT Rourkela.

##### **For goods manufactured in India.**

- (i) The price must be mentioned with clear demarcation at every stage such as instrument price, discount, GST calculated, packing and forwarding, transport, insurance whichever is applicable.
- (ii) The delivery up to NIT Rourkela is solely bidder's responsibility
- (iii) GST at applicable rates, which will be payable on the goods if the contract is awarded. Bidders are requested to calculate GST @ 5% (in this regard necessary documents will be provided to the awardee bidder at the appropriate stage)
- (iv) Charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination must be mentioned in the bid.

##### **EMD (Earnest Money deposit)/ Bid Security:**

The Bidder must furnish, as part of its bid, a Bid Security (BS) for an amount as specified in the Invitation for e-procurement. In the case of foreign bidders, the BS shall be submitted either by the Principal or by the Indian agent and in the case of indigenous bidders; the BS shall be submitted by the manufacturer or their specifically authorized dealer/bidder.

The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.

The bid security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in any freely convertible foreign exchange in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The bid security shall be in one of the following forms at the bidders' option:

- (a) A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank operating in India in the form provided in the bidding documents and valid for 60 days beyond the validity of the bid. In case a bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalized /Scheduled Indian bank, with all confirmation charges to Bidder's account. [Note: Purchaser reserves the right to verify the authenticity such Bank Guarantees from the issuing / confirming / controlling bank];



Or

- (b) A Banker's cheque (BC) or demand draft (DD) in favour of Director, NIT Rourkela issued by any Nationalized / Scheduled Indian bank.

The bid security should be submitted in its original form. Copies shall not be accepted so as to reach this office on or before due date of submission of e-bid.

The bid security of unsuccessful bidder will be discharged /returned as promptly as possible positively within a period of 45 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.

The successful Bidder's bid security will be discharged upon the Bidder furnishing the performance security, without any interest. Alternatively, the BS may also be adjusted against Performance Security, if it is paid through DD/BC.

The bid security may be forfeited:

- (a) If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 21 days of the order or fails to sign the contract and/or fails to furnish Performance Security within 21 days from the date of Purchase order. Or
- (c) In case selected L1 bidder (after qualifying the technical bidding) fails to comply or try to change the specification of the instrument after Purchase Order has been issued; or
- (d) In case selected L1 bidder (after qualifying the technical bidding) claims the inability to supply the instrument within quoted price. Or
- (e) In case selected L1 bidder (after qualifying the technical bidding) declares their inability to supply the instrument. Or
- (f) In case selected L1 bidder (after qualifying the technical bidding) impose any extra condition/cost which was not mentioned in their quotation with respect to technical specification and commercial terms and conditions. Or
- (g) In case bidder impose any prior installation condition/ requirement of consumables during installation at NIT, involving extra cost at purchaser's side which is not mentioned in the quotation. Or
- (h) In case of any violation of GFR17.

### **Opening and Evaluation of e-Bids**

The Purchaser will open all e-bid of technical cover first. After technical evaluation and publication of technical evaluation results, the financial cover will be opened only for those bidders who have successfully qualified in technical evaluation as per the schedule given in Invitation for e-Bids. The e- Bids shall be opened at the appointed time and location on the next working day.

The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite Bid Security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. Bid will be rejected for

- (1) Late bid submission
- (2) Failure/ late deposition of EMD/Bid Security within specified time mentioned. The contents of the Bid Form and Price Schedule Form would however be announced only at the time of opening of Priced-bids in the case of two-bid system.

### **Delivery**

1. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by NIT Rourkela in the Purchase Order. If, at any time during performance of the Contract / Purchase Order, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify NIT Rourkela 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, NIT Rourkela shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Purchase Order /Contract.

2. A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause as mentioned in GFR17, unless an extension of time is agreed upon without the application of penalty clause.

### **Fraud and corruption**

The purchaser requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuit of this policy, the following are defined:

- (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels; and
- (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;

### **Clarification of bidding documents:**

A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address/ Responsible faculties. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under clause relating to amendment of Bidding documents and Clause relating to Deadline for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the purchaser for the benefit of the other prospective bidders.

### **Performance Security (PS)**

1. Within 21 days of receipt of the notification of award/PO, the Supplier shall furnish performance security in the amount specified in tender document, valid till 60 days after the warranty period. Alternatively, the PS may also be submitted at the time of release of final payment in cases where part payment is made against delivery & part on installation. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of PS at the time of negotiation of documents through Bank would be stipulated as a condition in the LC and the Bid Security/ EMD should be kept valid till such time the PS is submitted
2. 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.
3. The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries.

4. In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their authorized dealer/bidder.
5. The Performance security shall be in one of the following forms:
  - (a) A Bank Guarantee [BG] or Demand Draft (DD) or Banker's Cheque (BC) issued by a Nationalized / Scheduled bank located in India or a Foreign bank with preferably its operating branch in India in the form provided in the bidding documents. In case of Performance Security being furnished in the shape of Bank Guarantee issued by any foreign bank, the said BG/DD shall have to be confirmed by any Nationalized bank of India. All confirmation and other bank charges in this respect shall be borne by the Supplier. Purchaser shall independently verify the authenticity of the BGs from the issuing / confirming / controlling banks. Or
  - (b) A Banker's cheque or Account Payee demand draft in favor of Director, NIT Rourkela.
6. In the event of any contract amendment, the supplier shall, within 21 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 further period of 60 days thereafter.

Technical bidding document must include the following:

1. Complete technical specification of the instruments and its necessary parts and accessory items required for running the instrument
2. A complete design along with clear indication/marketing of specification mentioned in the technical bidding document (wherever possible) of the instrument
3. Scanned copy of technical brochure and website reference of the same must be included in the bid.
4. A duly signed detailed User List with the concerned person's valid contact details, in India or abroad where instrument is still in operational condition must be provided.
5. A copy of the Authorization Certificate issued by the Principals in favour of the Indian agent along with a certified copy of the Agency Agreement between the foreign Principal and Indian agent. Both these certificates must be up-to-date
6. A letter in the official letter head of the principal declaring the Indian agent as their authorized agency to bid, must contain the official tender enquiry no as depicted in CPP portal, must be included with the technical bid. (This must not be clubbed with Authorization Certificate)
7. A duly signed separate compliance sheet of the specification (at every point) mentioned in the technical part along with the deviation (if any). This compliance sheet will not be considered as technical specification of the instrument.

**Technical Specification of Freeze Dryer**

- It should be a multi-tasking freeze dryer with LCD graphical display of sample and trap temperature, vacuum, run time and graph and with USB interface for data logging.
- The drying chamber should be clear transparent glass for easy observation in drying chamber.
- Main condenser chamber for pre-freezing of samples.
- Stainless steel ice condenser trap and work station for easy cleaning and maintenance.
- The whole freeze dryer set-up should have vacuum pump with pump oil, drying chamber, RB flasks (100 ml) with the valve adapters, connecting hose and other kits for operation.
- Final condenser temp.: < -80 deg C
- Temp. uniformity: + 1 deg C
- Ice condenser capacity: 4 Kg/24H
- Condenser chamber volume: 9 L
- Freeze drying area: 0.12m<sup>2</sup>
- Vacuum pump: Oil type, direct drive, rotary vane, Pumping Speed: 120L/M
- Freeze drying time: 24 h
- Equipment should be provided with a stabilizer.
- Equipment should be provided with an oil mist filter.
- Controller: Microprocessor, 7" LCD touch screen
- Power supply: 220V /50 Hz, single phase
- Exterior dimension (W x D x H): 460 x 620 x 920 /1370 mm
- Vacuum degree: < 10Pa
- Quantity of shelf: 4nos. Stainless steel, adjustable
- Liquid Material loading capacity/shelf: 300 ml
- Liquid Material loading capacity/shelf: 1200 ml

**Others**

- A complete design along with clear indication/markings of specifications mentioned in the technical bidding document of the instrument must be provided with the bidding document.
- Warranty: Minimum 3-year standard onsite warranty from the date of installation.
- Offers from Authorized agents of Foreign Manufacturers should accompany Principal's Authorization letter mentioning our Tender Reference Number.
- Manufacturer should have proper website and offered product should be available in the website.
- Technical brochure and website reference of the same must be included in the bid. The specification mentioned in the bid document must tally with the technical brochure.
- Technical specification of the instrument with "Yes/No" format against each specification will not be considered a technical bidding document. A separate compliance sheet of technical specification with specific value of the equipment along with the deviation must be included.
- Detailed User List with the concerned person's valid contact details, in India or abroad where instrument is still in operational condition must be provided.
- The ordered goods are required to be installed within 30 days of receipt of goods at this Institute. Installation should be carried out only by expert engineers of Supplier / Manufacturer. During the course of installation, necessary training on operation and maintenance of the goods shall be imparted to Institute's Faculties / Engineers / Technicians. Installation and training must be free of cost
- During the course of evaluation, NIT Rourkela, may, at its discretion ask the bidder for

clarification of its bid. The request for clarification and the response shall be in writing / email and no change in prices or substance of the bid shall be sought, offered or permitted.

- Prior installation conditions / site preparation / electrical connection required must be clearly mentioned in the quotation along with technical bidding documents
- Prices of additional / optional items not appearing in the BOQ, if any, shall be quoted in a separate PDF file, duly signed by Bidder's authorized person/persons.
- If any component/ additional instrumental unit/consumables which is required for smooth running of instrument is made in India that must be quoted in INR. Anything which is of Indian origin must be quoted in INR.
- The comparison between the indigenous and the foreign offers shall be made on FOB destination basis and CIF / CIP basis respectively
- In case optional items are specified in the tendered specifications, the Purchaser reserves the right to buy or not to buy the optional items. In case the option is exercised to buy the optional items after Bid opening, then the cost of optional items would be included to ascertain the Lowest Evaluated Responsive Bid. In case, the option is exercised not to buy the optional items, then the cost of the optional items would not be included in ascertaining the Lowest Evaluated Responsive Bid.
- The quotations are liable to be rejected if any of the above conditions are not complied with or there is any violation of GFR17 rules and regulations. Conditional Bids shall not be accepted.
- The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- Note: Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc., such offers shall be treated as inclusive of all these expenses
- In all regards, the GFR17 rules and regulation will be strictly followed
- The delivery up to NIT Rourkela is solely bidder's responsibility

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