

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR RESPIRATORY DISORDERS  
MOTI BAGH ROAD, PATIALA-147001 (Pb.)**

F. NO. 4-30/2016-CARIRD/pur/Admn/

Dated:-

**LIMITED TENDER NOTICE**

1. Limited Tender/ Sealed quotations are invited for Purchase of Tray Dryer (GMP Model) for Pharmacy of the Central Ayurveda Research Institute for Respiratory Disorders (CARIRD), Moti Bagh Road, Patiala, (Punjab). All the registered firm/agency/company should submit the Tender/Sealed-quotations on or before 06-09-2016 up to 3-00 pm which will be opened on the next day at 10:00 am. The Bid/Sealed Quotation/Tender should reach physically on or before the last date & time fixed for submission of quotations in the office of Assistant Director Incharge, CARIRD, Moti Bagh Road, Patiala (Punjab).

2. Bid Security (EMD) for Tray Dryer (GMP Model) for Pharmacy Rs.14250-00  
(In favour of CARIRD, PATIALA)

S.N	PARTICULARS	DATE& TIME
01	Last Date for submission for Quotations	06-09-2016 up to 3-00 pm
02	Date & Time for opening of Technical Bid of Tray Dryer (GMP Model)	07-09-2016 at 10-00 am
03	Date and Time for opening of Financial Bid of Tray Dryer (GMP Model)	08-09-2016 at 10-00 am

The **Technical Bid (Envelop A)** and **Financial Bid (Envelop B)** should be kept **separately** in sealed envelopes (Sealed envelope **marked A: for Technical Bid** and sealed envelop **marked B: for Financial Bid**) and both these envelopes (A & B) should be kept in one envelope superscribing "**Tender for Tray Dryer (GMP Model).**" Tender document can be downloaded from website [www.ccras.nic.in](http://www.ccras.nic.in) and central public procurement portal and should be submitted along with tender fee of Rs.1000/- (Rs. One thousand) only through Account Payee Demand Draft in favour of "**CARIRD, PATIALA**", payable at **PATIALA. Without the tender cost, bids shall not be considered.** For any amendment please visit the website [www.ccras.nic.in](http://www.ccras.nic.in). No separate notice will be published in Newspaper.

Signature and seal of the tenderer



## ELIGIBILITY

- 01 The tenderer firm/agency/company should have after sale service centre in the State of Punjab and surrounding states/UT to meet the essential requirements/services.
- 02 The tenderer firm/agency/company should be an established manufacturer/agency/ authorised dealer who regularly manage the items and has adequate technical knowledge and practical experience.
- 03 The offer should strictly confirm to the item description/specification as given in the list of requirement.
- 04 The tenderer firm/agency/company should have the experience of providing similar works for at least one year in any of the Department/Autonomous Institutions/Universities/Public Sector undertakings of the Government of India or any other State Government etc. Proof to this effect to be attached with Technical Bid.
- 05 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration no. of the firm/agency/company.
- 06 The tenderer firm/agency/company should not be blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi/any other State Government etc. and no criminal case be pending against the said firm on the date of submission of this bid .
- 07 The tenderer firm/agency/company should have adequate financial stability and status to meet the obligation under the contract.

## PROCEDURE OF SUBMISSION OF BIDS:

### A. The following documents should be enclosed with the Technical Bids(as per annexure-I)

- 01 Self attested copy of PAN No. card under Income Tax Act.
- 02 Copies of Income Tax return for last 2 years.
- 03 Self attested copy of Service Tax Registration Number.
- 04 Self attested copy of Authorized Dealership Certificate from manufacturer /Company valid for the period of agreement.
- 05 Tender Document Cost of Rs. 1000/- for the tender in the shape of Account payee Demand Draft in favour of "CARIRD, PATIALA".

Signature and seal of the tenderer



- 06 List of PSU/Recognized/Govt. Organisation/University etc where this instrument is working.
- 07 Bid Security (EMD) of Rs. 14250-00 for Tray Dryer (GMP Model) in the shape of Account payee Demand Draft in favour of "CARIRD, PATIALA".
- 08 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi/ any other State Government etc. and no criminal case is pending against the said firm/agency (as per annexure-IV)
- 09 An undertaking for sufficient experience of firm/agency/company. (as per annexure-V)
- 10 Copy of at least three executed purchase orders for supply of same in any Central/State Govt./Public Sector Undertakings Units/MNC etc. within preceding five years as on 31-3-2016.
- 11 An undertaking with the Technical Bid that all terms, conditions and other instructions of the tender are duly accepted/signed with the stamp of the prospective bidder (as per annexure-VI)
- 12 Resolution of Board meeting authorizing the person to sign Tender Document (If Applicable) (as per annexure-VII)
- 13 Technical Bid documents and agency's details (as per annexure-I)

**B. Financial Bid documents (as per Annexure-III)**

NOTE: Signed and firm seal is to be affixed on each and every page of filled-in tender form and other documents.

**OPENING OF TECHNICAL BID**

- 01 Technical bids shall be opened in the presence of committee members and representatives of firms who wish to present and bids only of those firms will be considered whose tender document cost and Bid Security (EMD) are received in original.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

**OPENING OF FINANCIAL BID**

- 01 "Financial Bids" shall be opened for only those bidders who qualified in technical aspects, in the presence of committee members and representatives of firms who wish to present.

Signature and seal of the tenderer



- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

#### **CANCELLATION OF TENDER OR CONTRACT**

- 01 The Bids shall be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

#### **FORFEITURE OF BID SECURITY (EARNEST MONEY)/PERFORMANCE SECURITY**

The Bid Security (Earnest Money Deposit)/Performance Security will be forfeited in the following conditions:-

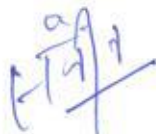
- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity (180 days) specified in the terms and conditions of tender.
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 05 After placing the supply order any equipment supplied that is not found in accordance with the standards prescribed in the tender document shall be rejected outright and the Performance Security deposited by the firm will be forfeited.
- 06 Except for valid reasons, duly considered and approved by the Assistant Director Incharge whose decision shall be final and binding, the supplying firm failing to deliver the goods ordered within the time limit leads to forfeiting of Performance Security deposited and will be blacklisted.

#### **TERMS & CONDITIONS**

Terms and Conditions of the tender are as under:-

- 01 Central Council for Research in Ayurvedic Sciences (CCRAS) is registered with the Department of Scientific & Industrial Research (DSIR) for the purpose of availing customs duty exemption in terms of Government Notification No.51/96-Customs Dated 23 July, 1996 and Central Excise Duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997

Signature and seal of the tenderer



- 02 Price of each equipment in tender document should be quoted separately. Prices offered in the tender should be exactly as per specifications as shown in the list of requirement. Brand of the equipment must be shown clearly.
- 03 All rate(s) shall be quoted in Indian Rupees both in figure and words including all charges and excluding VAT and other applicable taxes.
- 04 The quoted rates shall remain valid for a period not less than bid validity (180 days).
- 05 No overwriting or corrections in the financial bid is permitted. No column in the tender document should be left blank which would be otherwise making the tender liable for rejection. Unsealed envelopes will be rejected also.
- 06 It must be understood that rates received will be considered as F.O.R. destination and other charges like transport, loading/unloading, insurance etc. will not be paid.
- 07 The equipment should be delivered within one month after the placing the order. Delayed supply can be accepted up to one month after the declared deadlines for supply of the goods by imposing 5% penalty of the cost of the equipment/item. The supplier cannot compel the Assistant Director Incharge, to reduce or ignore it as it will depend on the condition and decision taken by the Assistant Director Incharge.
- 08 Agency shall be responsible for installation/commissioning of instruments in the premises of this Institute. They will also provide technical training, demonstration for handling, operation, and maintenance of instrument to operator/technical staff of the institute.
- 09 The quality of equipment required will be determined by the Purchase Committee and Inspection Committee of the Institute. Therefore, there will be no compromise with the quality and specifications.
- 10 Warranty/Guarantee period should be minimum for 02 (two) years.
- 11 Any act on the part of the tenderer to influence anybody in the Institute or organization is liable for rejection of the tender.
- 12 Any person who is in Govt. service or an employee of this Institute or organization should not be made partner to the contract by the tenderer directly or indirectly in any manner whatsoever.
- 13 No firm or person is permitted to submit more than one tender for one work under different name or names.

Signature and seal of the tenderer



- 14 The successful tenderer will not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer will not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 15 The tenderer will indemnify the Institute against all other damages/charges and expenses for which this Institute may be held liable or pay on account of the negligence of the tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work of otherwise and against all claims and demand thereof. The institute shall not be responsible financially or otherwise for any injury to the worker or person deployed by the tenderer during the course of performing duties.
- 16 Conditions such as “**prices are subject to change without notice**” shall not be considered. Rates of equipment/item once approved for the specified period cannot be increased for supplies made during the period of bid validity.
- 17 Suppliers shall be responsible for the shortage in their supplies. The breakage of any part will have to be replaced with new one with “FREE OF ALL COST” by the suppliers before the payment of the consignment. The broken, defective or otherwise rejected equipment/item shall be replaced within 07 days by the supplier at his own cost and risk.
- 18 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 19 The Assistant Director Incharge of the institute reserves all the rights to accept or reject all or any of the tenders without giving any reason(s).
- 20 The Assistant Director Incharge of the institute reserves the right to relax any term or condition mentioned herein.

#### **BID SECURITY (EARNEST MONEY)**

1. Only Account payee Demand Draft for Earnest Money will be accepted.
2. Bid Security (Earnest Money Deposit) of the successful tenderer will be returned after receiving Performance Security.
3. Bid Security (Earnest Money Deposit) of the unsuccessful tenderer will be returned after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
4. No interest will be paid on the Bid Security(Earnest Money Deposit).



Signature and seal of the tenderer

## **PERFORMANCE SECURITY**

1. The successful tenderer shall have to deposit a Performance Security by way of Account payee demand draft in favour of CARIRD, PATIALA @ of 10% of value of the instrument on or before award of work. (For each instrument separately).
2. No interest will be paid on the performance security and it will be retained up to the warranty period.

## **PENALTIES**

1. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of Performance Security and blacklisting the firm by the Institute.
2. Any deviation/variation or non-compliance of the conditions stipulated above, shall be considered as breach of the contract and the Assistant Director Incharge reserves the right to impose any or all the penalties as indicated above.

## **PAYMENTS TERMS**

1. Full payment will be made after the satisfactory installation of the equipment. Necessary TDS as per rule will be deducted from the bill presented by tenderer for which photocopy of PAN card should be enclosed with tender document.
2. The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned at approved rates after deducting penalties if any. No advance payment will be made.

## **DISPUTE**

Any dispute arises, shall be dealt within the jurisdiction of Patiala only.

## **RECOVERY**

The Institute reserve the right to recover amount paid in excess during the contract for any other work, if any found paid excess.

## **BID EVALUATION CRITERIA**

### **TECHNICAL BID**

1. Proof of deposit of price of bid document.
2. Bid Security (EMD) of Rs. 14250/- for Tray Dryer (GMP Model) in the shape of Account payee Demand Draft in favour of "CARIRD, PATIALA".
3. The technical bids will be opened in first stage and evaluated on the basis of technical specifications, enclosed documents and undertakings.

Signature and seal of the tenderer



4. Copy of at least three executed purchase orders for supply of same in any Central/State Govt. /Public Sector Undertakings Units/MNC etc. within preceding five years as on 31-3-2016.

**FINANCIAL BID**

1. The financial bids will be opened only in respect of those firms, which qualify technical bid criteria mentioned in the tender documents. Among qualified bidders, the Departmental Bid Evaluation Committee will select the bidder who is charging reasonable rates.

Signature and seal of the tenderer

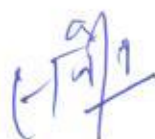




SPECIFICATION OF 24 TRAY DRYER (GMP MODEL)

Sr. No.	Description	Specification	Remark
1.	External Dimension (mm) & Internal Dimension (mm)	W D H 1370 X 940 X 940 & 840 X 860 X 840	Internal of dryer is built of 1.6 to 2mm thick S.S 304/316 quality sheets
2.	Insulation	Not less than 50-75 mm thick Glass wool insulation	
3.	Fresh air inlet	Through 20 micron PP cloth Filter	
4.	Heating Load	6-9 KW	
5.	Heaters	Flame proof electrical heater	
6.	Temp. Range	150-200 <sup>0</sup> c	
7.	Temperature Control	Temp. control system is done by electronic digital temp. controller fitted in the control panel. The temp. control in the dryer is fully automatic.	
8.	Air Circulation	Through 1 Hp motor driven fan. 3 Phases. Blower ensures uniform air circulation so that uniform air current over the entire side of dryer. The working of the motor is indicated by lamps in the control panel. Number of Blowers two	
9.	Trays	S.S 304/316 quality sheet joint less. 1.2mm-1.6mm thick	
10.	No. of Trays	24	
11.	Tray Size (Dimension)	16" (length) x 32" (width) x 1.25" (Height)	

Signature and seal of the tenderer



12.	Door (One)	Doors provided at the front side of the dryer. Door lips are lined with silicon rubber gasket to prevent any leakages. Suitable locking is provided for the doors. 40mm insulation mounted over very rigid hinges.	
13.	Trolley	Fixed Racks. Trolley is provided in the dryers to accommodate trays in it. Trolley trucks are used to load and unload the trays into the dryer.	
14.	Finishing	Design and manufacturing of the dryer is of high standard of GMP and aesthetic look. It is buffed externally to 150 grit matt finish and internally buffed to 220 grit mirror finish.	

Signature and seal of the tenderer



**Annexure-I**

**Technical Bid (Following informations and proofs/documents to be attached )**

SR. NO	PARTICULARS	
1.	Name of the Firm/Agency	
2.	Address of the Firm	
3.	Mobile No./Phone No.	
4.	Name of the Tenderer	
5.	Registration No. of the Firm(Attach Proof)	
6.	Constitution of the Firm (Attach Proof)	
7.	PAN No. and TIN No.(Attach Proof)	
8.	Copies of Income Tax return for last 2 years. (Attach Proof)	
9.	Service Tax, Sale Tax, VAT. (Attach Proof)	
10.	Authorized Dealership Certificate of manufacturer /Company. (Attach Proof)	
11.	Tender Document Cost of Rs. 1000/- (for each tender) (Attach Proof)	
12.	List of PSU/Recognized/Govt. Organisation/University etc where this instrument is working.	
13.	Bid Security (Earnest Money Deposit ) Rs14250-00 for Tray Dryer (GMP Model) (Attach Proof)	
14.	Whether Agency has been <b>blacklisted</b> by any of the Department/Organizations and <b>no criminal case</b> is pending against the said firm/agency(Attachundertaking as per annexure IV)	
15.	Firm/agency/company having sufficient experience (Attach undertaking as per annexure V)	
16.	Copy of at least three executed purchase orders for supply of same in any Central/State Govt. /Public Sector Undertakings Units/MNC etc. within preceding five years as on 31-3-2016.	
17.	Tender documents accepted all the Terms, Conditions and others instructions .(Attach undertaking as per annexure VI)	
18.	Letter of authorization for attending bid opening(Attach letter as per annexure VII)	
19.	Technical specification of equipment (Attach document)	

This is to certify that I/we have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place :

Date: \_\_\_/\_\_\_/2016

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/Agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

Signature and seal of the tenderer



## CHECKLIST

Please check whether all the below mentioned documents have been furnished for participating in the tender for Tray Dryer (GMP Model)

SR. No	Documents	Page No.
1.	Letter of submission of tender	
2.	Tender document with all pages duly signed and with official seal	
3.	Registration No. of the Firm	
4.	Constitution of the Firm	
5.	PAN No.and TIN No. copy to be attached	
6.	Copies of Income Tax return for last 2 years.	
7.	Service Tax, Sale Tax, VAT reg.no.	
8.	Authorized Dealership Certificate from manufacturer /Company	
9.	Tender Document Cost of Rs. 1000/- (for each tender)	
10.	List of PSU/Recognized/Govt. Organisation/University etc where this instrument is working.	
11.	Bid Security (Earnest Money Deposit ) Rs. 14250-00 for Tray Dryer (GMP Model)	
12.	Undertaking document stating that Firm/agency/company has never been <b>black listed</b> by any of the Departments/Autonomous Institutions/ Universities/ Public Sector undertakings of the Government of India or Government of NCT of Delhi or any other State Government etc. and <b>no criminal case</b> is pending against the said firm/agency/company.(as per annexure-IV)	
13.	Undertaking document for sufficient experience of firm/agency/company(as per annexure-V)	
14.	Copy of at least three executed purchase orders for supply of same in any Central/State Govt. /Public Sector Undertakings Units/MNC etc. within preceding five years as on 31-3-2016.	
15.	Undertaking document regarding acceptance of all the Terms, Conditions and others instructions (as per annexure-VI)	
16.	Letter of authorization for attending bid opening (as per annexure VII)	
17.	Technical specification of equipment (Attach document)	

Signature and seal of the tenderer



**Annexure-III**

**Financial Bid  
(To be kept in a separate envelope)**

Should be on the letter head of the firm/agency/company.

Schedule of rates to be quoted for supply of Tray Dryer (GMP Model) to the Central Ayurveda Research Institute for Respiratory Disorders, Patiala in the manner as specified in specifications and bidding documents

**Annexure-IV**

**UNDERTAKING**

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector undertakings of the Government of India or Government of NCT of Delhi or any other State Government etc. and **no criminal case** is pending against the said firm/agency as on -----

Place :  
Date: \_\_\_ / \_\_\_ /2016

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**Annexure-V**

**UNDERTAKING**

It is certified that my firm/agency/company is having sufficient experience for supply of Tray Dryer (GMP Model) as mentioned in the Tender Document and all proofs have been attached.

Place :  
Date: \_\_\_ / \_\_\_ /2016

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

Signature and seal of the tenderer



**Annexure-VI**

**UNDERTAKING**

It is certified that I have personally read the Tender Document and accept all the terms, conditions and other instructions mentioned therein.

Place : \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/2016

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**Annexure-VII**

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening of tender for supply of Tray Dryer (GMP Model).

Person (Name) is hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder).

Name Specimen Signature

Signatures of bidder  
Or  
Officer authorized to sign the bid documents on behalf of the bidder.

**Note:**

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature and seal of the tenderer



AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tenderer on Rs. 100/- (Rupees One Hundred only) non-judicial Stamp Paper by the firm whose rates are approved by the Institute.)

I/we hereby tender for the Supply of ..... as per rates and terms & conditions approved stipulated in the annexure to this memorandum.

If this tender be accepted I/We hereby agree to abide and fulfil all the terms & conditions, as per provision of contract annexure as applicable or in case of proving defaulter by the authority of CARIRD thereof otherwise agree forfeit and pay to the ASSISTANT DIRECTOR INCHARGE, CARIRD, PATIALA, the sum of Rs. ....only, deposited as Earnest Money at the time of submission of tender in the form of Account payee Demand Draft No. .... dated..... drawn on..... (Name of Bank). The full value of which is to be absolutely forfeited to the said Assistant Director Incharge, or his successor in office without prejudice to any other right of remedies in case I/WE fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Dated: ..... The day of .....

Witness: .....Signature of Contractor.....

Address: .....  
.....  
.....  
.....

Occupation: .....

Signature and seal of the tenderer