



## क्षेत्रीय आयुर्वेदीय औषधि विकास अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार)

आमखो, ग्वालियर – 474009 (म.प्र.)

**Regional Ayurveda Research Institute for Drug Development**  
(Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)  
Aamkho, Gwalior - 474 009 (M.P.)

### LIMITED TENDER ENQUIRY

**Enquiry No.:** 2-10/2018-19/RARIDD-GWL/Admn \_\_\_\_\_ **Date:** 22<sup>th</sup> October 2018

**Due Date and time:** 20<sup>th</sup> November 2018 – 13.00 hrs

**Date and time of opening of Technical Bid:** 20<sup>th</sup> November 2018 – 15.00 hrs

To <Party>

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**Subject:** Procurement of Incapacitance Meter/Tester under CCRAS-IMR Project

Dear Sir

You are requested to quote your lowest offer for the following equipment/materials as per the terms and conditions given below.

Sr. No.	Description/Specification of Equipment	Quantity
1.	<p><b>Incapacitance Meter/Tester</b></p> <ul style="list-style-type: none"> <li>It should be easy-to-use machine for weight bearing measurement in analgesic and inflammation studies.</li> <li>It should be suitable for use in both rats and mice with simple change of holder</li> <li>It should have weight averaging feature.</li> <li>Unit should have separate sensors to put hind paws of animals to calculate the body weight distribution</li> <li>The unit should have highly accurate sensors.</li> <li>It should have Programmable Digital Control Unit.</li> <li>The control unit should compute and display calculated results and have internal memory for data storage.</li> <li>A foot switch should be provided for hands free operation.</li> <li>The unit should run as standalone system</li> <li>It should have RS232/USB communication port for data transfer with use of software</li> </ul>	One

	<ul style="list-style-type: none"> <li>• Software: for signal monitoring, data transfer &amp; analysis.</li> <li>• The unit should be supplied with Instruction cum Operation Manual, separate holder for rats and mice, standard required accessories like dust covers, etc.</li> <li>• CE conformity and others certifications</li> <li>• The device, if not equipped with inbuilt battery, should be supplied with UPS system of 30 min backup in the event of mains failure.</li> </ul> <p><b>Warranty: 02 years</b></p>	
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Tenders in sealed cover should be submitted under two-bid system. The tender in Sealed Cover- I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover, duly superscripted “**Tender for Incapacitance Tester/Meter**” and enquiry number and due date. Those who download the enquiry from website [www.ccras.nic.in](http://www.ccras.nic.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) should mention in bracket (through website) along with enquiry number. The envelope should be addressed to The Assistant Director I/c, Regional Ayurveda Research Institute for Drug Development, Aamkho, Gwalior - 474 009 Madhya Pradesh (India). The date of opening of financial bid will be communicated later.

**Technical Bid should contain**

1. The Technical Bid should be prepared according to **Annexure I**
2. Earnest Money Deposit: The tender should be accompanied by an Earnest Money Deposit (EMD) of **Rs. 12500/- (2.5% of cost of Equipment)** in the form of Account payee Demand Draft/Bank Guaranty/Fixed Deposit Receipt drawn in favour of RARIDD, Gwalior payable at any nationalised bank at Gwalior and be should valid for a period of six months from the date of opening of the technical bid. The original EMD will be put in cover containing technical bid.
3. The complete details of the Company/firm, registration certificate and authorisation certificates should be attached.
4. The documents of GST/PAN/IT Returns should be attached.
5. All the relevant documents/undertaking should be attached.
6. The technical specification of the equipment/s should be mentioned in the Proforma Information Sheet at the last.
7. The specifications compliance sheet should be attached
8. Delivery period/schedule and time required for installation may be indicated.
9. Any other relevant document which may help the Institute in correctly assessing the quality of the product.

**Financial Bid should contain**

1. The financial bid (**Annexure II**) should contain a complete financial offer with detailed breakup of FOR Gwalior prices. The price should be mentioned in Indian Rupees (INR) only for single unit of quantity. All taxes/duties should be clearly mentioned in the financial bid.
2. Prices should be inclusive of insurance, transportation and inland charges. Insurance cover must be taken by the supplier to insure the consignment from all risks from Suppliers warehouse to Stores at RARIDD, Gwalior, India.

## TERMS AND CONDITIONS

1. The incomplete tender or tenders received after due date and time will not be entertained whatsoever may be the reason.
2. All pages of the Enquiry/Tender should be signed.
3. Bids received without/insufficient Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation, etc at any stage. The EMD will be returned to unsuccessful bidders after finalization of purchase.
4. The Public Sector Undertaking of the Central/State Govt is exempted from furnishing Earnest Money along with tender.
5. The firms Registered with and any approved source of Centre/States Govt. are also exempted from furnishing Earnest Money vide GFR, 2017 rule 150.
6. Financial bid will be considered only for those offers whose technical bid is found suitable or acceptable.
7. The bids will be opened before such Tenderer or their representatives who are likely to remain present at the scheduled date and time of opening of bid as mentioned in the enquiry.
8. The price quoted for the material /equipment shall be firm and valid for 180 days from the date of opening.
9. Attach Sole distributorship certificate from Principal OR Authorisation/distributor certificate from Principal in case of authorised dealer or distributor OR sole Indian agent from Principal.
10. The material or equipment offered shall conform to relevant Indian/International standards and should have all required CE and other certifications.
11. Central Council for Research in Ayurvedic Sciences (CCRAS), New Delhi, the headquarters of this institute, is registered with the Department of Scientific and Industrial Research (DSIR) (Registration No. 14/137/90-TU-V dated 1st May 2017) 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. Necessary certificate shall be provided by the Institute.
12. CCRAS is registered with Scientific and Industrial Research Organization (SIRO) for the Purpose of availing Goods and Services Tax (GST) in terms of Government Notification No. 45/2017-Central Tax (Rate) central tax leviable thereon under section 9 of the said Act, as in excess of the amount calculated. Necessary certificate shall be provided by the Institute.
13. Rates offered must be for single unit of Quantity.
14. Please furnish an undertaking on Company's letterhead indicating that they have not supplied the said equipment to any individual, Govt. or private institution at the rate lower than the quoted rate. **Failure to fulfil this criterion will lead to outright rejection of the bid.**
15. Tender shall be complete in all respects. Manufacturer name, make and model number should invariably be mentioned in the bid and illustrated leaflets and catalogues giving technical details should be attached with bid.

16. Bidder will have to provide complete warranty for the equipment for 2 (two) years & CMC for 2 (years) years after expiry of warranty period. Financial bid should be quoted accordingly. In this regard, the Tenderer shall submit an undertaking on Company's letterhead that they will provide complete warranty for 2 (two) years & CMC for next 2 (two) years of these equipments.
17. The supply order (minimum 02) should be attached with Technical Bid.
18. Payments will be made within 30 days of installation of equipment in working condition at site (Laboratories of RARIDD, Gwalior) and after submission of all necessary documents required for payment.
19. Offers through Telegraph or E-mail will not be accepted/ entertained.
20. Condition of advance payment or part payment, either direct or through bank will not be accepted in any case. Full payment will be made after the receipt of material and inspection thereof by the Institute Purchase/Verification Committee to its satisfaction.
21. In all disputes, the decision of the Assistant Director I/c shall be final, conclusive and binding on the supplier/Tenderer. All disputes shall subject to the jurisdiction of the Hon'ble Court of Gwalior, Madhya Pradesh, India
22. Deviations: Deviations, if any, from the specifications given which provide for improvement in the functioning of the equipment will be accepted. Such deviations and their advantages shall be clearly spelt out in the Tender.
23. In case asked, Bidder must personally give the demonstration of the equipments/Instruments to the competent authority of the institute and in that case all the expenses will be borne by the supplier.
24. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.1000/- (Rupees one thousand only) as per **Annexure III** and also require to furnish the performance security @ 5 % of contract value in the form of Fixed Deposit or Bank Guarantee, for a period of 26 months of any nationalized bank in favour of RARIDD, Gwalior payable at Gwalior only. If the successful bidder fails to furnish the full performance security within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited and order will be cancelled unilaterally by this office.
25. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods The competent authority may also cancel the order and the bid security of the supplier shall be forfeited.
26. The final acceptance of the Bid is entirely vested with RARIDD, Gwalior which reserves the right to accept or reject the Tenders in full or in part. After acceptance of the Bid by RARIDD, Gwalior, the Bidder shall have no right to withdraw the Bid and Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.

**Assistant Director I/c  
RARIDD, Gwalior**

## PROFORMA FOR TECHNICAL BID

Sr. No.	Particulars	Details	
1.	Name and Address of the Company/Firm with Fax/Telephone and Email ID and Website		
2.	Brief particulars of the firm/Company/Unit Date of Registration, Prop/Pvt./Public/Govt, etc.		
3.	Certificate of Registration of Company/Firm		
4.	<b>Status of the Supplier:</b> Manufacturer/ Sole Indian Agent/Authorised Distributor/ Indian Agent of Foreign Supplier/Foreign Supplier (Enclose certificate)		
5.	PAN No. (Enclose proof)		
6.	GST No. (Enclose proof)		
7.	Attach IT returns of last two years		
8.	ISO/ISI details/CE/other certifications (Enclose Proofs)		
9.	Have you ever supplied these items to any Govt. Laboratory (If yes, enclose documentary evidence)	Yes	No
10.	Whether the specifications offered by your exactly meets out requirement (Attach compliance sheet)	Yes	No
11.	Mention Enquiry No. OR Downloaded from website <a href="http://www.ccras.nic.in">www.ccras.nic.in</a> , or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>		
12.	Details of the bid security (EMD)		
13.	Please furnish the technical specification of the instrument offered. <b>Make &amp; Model No./ Part No. should be clearly mentioned.</b> (Separate sheet may be attached)		
14.	Delivery period/schedule and time required for installation		
15.	Supply orders (Attached/Not attached)		

I/we agree to abide by all the terms and conditions mentioned in the enquiry letter and further undertake that details mentioned in Technical Bid given above with proof are correct and true.

(Signature)

Date: Name and Designation \_\_\_\_\_

Place: (Company Seal)

(Note: The format of Technical Bid may be printed on the letter head of the company or firm)

**PROFORMA FOR FINANCIAL BID**

<b>Sl. No.</b>	<b>Name of the Equipment/ Material</b>	<b>Make and Model No.</b>	<b>Quantity</b>	<b>Unit Price in INR (Excluding Tax)</b>	<b>Unit Price in INR for CMC for 02 years</b>
1.	Incapacitance Meter/Tester		01		
Total Amount					
Add Taxes					
Grand Total					

(Signature)

Date: Name and Designation \_\_\_\_\_

Place: (Company Seal)

(Note: The format of Financial Bid may be printed on the letter head of the company or firm)

**CONTRACT AGREEMENT FORM**

**(Enquiry No. \_\_\_\_\_)**

THIS CONTRACT AGREEMENT made the .....day of ..... 2018 between Rate Contracting Authority [Assistant Director I/c, Regional Ayurveda Research Institute for Drug Development, Gwalior] (Name of Rate Contracting Authority) of India (country of Rate Contracting Authority) (hereinafter called “the Rate Contracting Authority”) of one part and M/s ..... (name of supplier) of ..... (city and country of supplier) (hereinafter called “the supplier”) of the other part :

**WHEREAS** the Rate Contracting Authority invited bids for certain goods and ancillary services viz. EQUIPMENTS (Brief description of goods” and services) and has accepted a bid by the supplier for the supply of those goods and services.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract referred to :
2. The following documents shall constitute the contract between the Rate Contracting Authority and the supplier, and each shall be read and construed as an integral part of the contract :
  - a. This contract agreement:
  - b. All the terms and conditions of contract:
  - c. Technical Specifications:
  - d. The supplier’s financial bid
  - f. The Rate Contracting Authority’s notification of rate contract (Letter of award).
3. This contract shall prevail all other contract documents. In the event of any discrepancy or inconsistency with the contract documents, then documents shall prevail in the order listed above.
4. 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.
5. 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 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.	Name of the Item with make, model and catalogue no.	Quantity	F.O.R. Rate per unit (Rs)*	Unit Price for 2 years CMC (Rs)

\*The above rates are inclusive of excise duty, transportation, insurance, inspection & testing charges and any incidental charges, but exclusive of GST.

6. The prices shall be valid for six months from the date of agreement, unless revoked and thereafter for a further period as agreed upon mutually. The supplier shall have to provide CMC on the rates agreed upon after the expiry of the warrantee if it is desired by the Rate Contracting Authority.

7. The supplier shall agree to deposit 5 % performance security, along with as mentioned at Sr. No. 24 of “Terms and Conditions”, in advance by FDR/ Bank Guarantee, for a period of 26 months.

8. The suppliers are not authorized to supply material directly to any state Govt. / Semi Govt. / any other organization on the rate lower than the rate contract.

9. The supplier shall supply the goods directly to the indenter / purchaser at the address given in the supply order.

10. The supplier shall raise bills directly in the name of indenting officer / purchaser against the supplies made directly by them to the indenter’s satisfaction in compliance with the conditions contained in the supply order.

11. The supplier shall receive payment against its bill after all the necessary verifications and installation of equipments. No advance payments will be made in any circumstance.

12. The supplier shall carefully read all the conditions of tender for supply of equipment and accept all terms and conditions in the tender document. Signing this contract means that the supplier has read all the terms and conditions and abide by it.

**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. That, in token of this agreement, both parties have today affixed their signature at Gwalior. Signed, Sealed and delivered by the Said ..... (For the RATE CONTRACTING AUTHORITY) In the presence of: ..... Signed, Sealed and Delivered by the Said ..... (For the supplier) In the presence of: .....