

केन्द्रीय आयुर्वेद औषधि विकास अनुसंधान संस्थान
Central Ayurveda Research Institute for Drug Development



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार
CCRAS, Ministry of AYUSH, Government of India
४ - सी. एन. ब्लॉक, सेक्टर - ५, विधाननगर, कोलकाता - ७०० ०९१
4- CN Block, Sector -V, Bidhannagar, Kolkata - 700091.
Fax: 033 2367-1001, EPBX : 033 2367-3881/1002, Ph. 033 2367-3808 (Director)
Email: nriadd-kolkata@gov.in & nriadd.kolkata@gmail.com

LIMITED TENDER ENQUIRY

Enquiry No.: 03/2018-19/P'cology

Date: 19.11.2018

Due Date: 20/12/2018 14.30 hrs

Date of Opening: 21/12/2018, 14.30 hrs

Central Ayurveda Research Institute for Drug Development (CARIDD), Kolkata which is a peripheral unit of Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India; invites sealed tenders by two bid system from authorized dealers for purchase of Digital Plethysmometer (One set) for CCRAS-IMR Project.

General information about the tender:-

Tender document No.	Tender. No. 03, 2018-19
Tender document Fee	Rs. 1,000/- (Non refundable)
Item required	Digital Plethysmometer (One set)
Project from which procurement will be done	Evaluation of Anti-arthritic activity of Trayodashang guggulu in Complete Freund's Adjuvant induced Arthritic Rat Model
Last date for submitting tender documents	20/12/2018 14.30 hrs
Place of Opening Tenders & Date	Conference Hall, Room No. Central Ayurveda Research Institute for Drug Development (CARIDD), 4- CN Block, Sector -V, Bidhannagar, Kolkata – 700091 & 21.12.2018
Contact no. of Office and Email:	033 2367-3808 Email: nriadd-kolkata@gov.in nriadd.kolkata@gmail.com

Tenders in seal cover should be submitted in two bid systems **technical bid** and **financial bid**. Technical bid and Financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly supersubscribed "**Tender for Supply of Digital Plethysmometer**" and submitted / send at the aforesaid address by due date and time. Tenders received late will be rejected outright. Tender document can also be downloaded from website www.ccras.nic.in and Central Public Procurement

Portal. Those who download the enquiry from website and portal should mention in bracket the same along with enquiry number.

Technical Bid should contain

1. The Technical Bid must contain information/ documents signed by the authorized signatory of the bidding firm/ agency should be kept in Technical Bid envelope alongwith other documents/ information prescribed in this tender notice at **Annexure 'A'**.
2. Earnest Money Deposit: Each bidder should submit an Earnest Money Deposit (E.M.D.) of **Rs. 12,500/-** only in the form of Demand Draft, drawn in favour of Director, NRIADD, Kolkata, payable at any nationalized bank at Kolkata and should be 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 bidder must furnish complete details of the company/firm, Registration Certificate and Authorisation Certificate of the Company/ firm.
4. The bidder must furnish list of clients in Govt./Semi Govt. Secotrs with address, name of contact person and contact numbers where they have supplied of said equipment.
5. The bidding firm should not have been **blacklisted** by any Govt./ Semi Govt./ Semi Govt. Deptt., therefore, bidder should furnish an Undertaking to this effect that any Govt./ Semi. Govt. Deptt./ Office has not blacklisted their firm/ agency.
6. The Bidders are required to forward the following documentary proofs with the quotation:
 - i. Valid registration number of the firms
 - ii. The documents of GST No./PAN
 - iii. Income Tax Return for the last financial year.
 - iv. Total years of experience in providing and maintenance services quoted instruments.
 - iv. Signed copy of tender document along with scope, terms and conditions as in given respective annexure.
7. All the relevant documents/undertaking should be attached.
8. The technical specification of the equipment/s should be mentioned in the Proforma Information Sheet at the last.
9. The specifications compliance sheet should be attached
10. Delivery period/schedule and time required for installation may be indicated.
11. 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 'B'**) should contain a complete financial offer with detailed breakup of 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 CARIDD, Kolkata, India.

TERMS AND CONDITIONS

The tender would be governed by the following 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. The tender document may be obtained from the office by paying Rs. 1000/- either in cash/D.D. In case the document downloaded from the website, than the tender document shall be submitted alongwith Rs. 1000/- draft drawn in favour of Director, NRIADD, Kolkata, payable at Kolkata.
4. Bids received without/insufficient Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation, etc at any stage.
5. The Public Sector Undertaking of the Central/ State Govt. is exempted from furnishing Earnest Money along with tender.
6. The firms Registered with and any approved source of Centre/States Govt. are also exempted from furnishing Earnest Money vide GFR, 2017 rule 150.
7. Financial bid will be considered only for those offers whose technical bid is found suitable or acceptable.
8. The price quoted for the equipment should be firm and valid for a period of six months from the date of opening of tender.
9. The Bidder should provide, along with Technical Bid, the list of Central/State Government Organization/ Public Sector Undertakings where the Quoted Equipments were supplied in last five years and at least three Supply orders should be enclosed along with Technical Bid, if available.
10. 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.
11. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the tender even if it has quoted the lowest rates.
12. The tender will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
13. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
14. Central Council for Research in Ayurvedic Sciences (CCRAS), New Delhi the headquarters of this institute which is registered with the Department of Scientific and 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.
15. 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.
16. Rates offered must be for single unit of Quantity.
17. All rate(s) shall be quoted in Indian Rupees both in figure and words indicating GST and other taxes, extra as applicable.



18. All correspondence in this connection shall be made by designation of the Director and not by name of any individual.
19. Conditions such as 'prices are subject to change without notice' shall not be considered. Rates of Articles once approved for the specified period cannot be increased for supplies made during the Period of contract.
20. Suppliers shall be responsible for the shortage in their supplies. The breakage or shortage of any order will have to be made good "FREE OF ALL COST" by suppliers before the payment of the consignment. The broken defective or otherwise rejected articles shall be replaced on specific request within 7 days of information to the supplier at his own cost and risk.
21. Prices offered in the tender should be exactly as per specification and quality of the make as shown in the list of requirement. Brand and Model of the article must be shown clearly.
22. It must be understood that rates received will be considered as F.O.B. / F.O.R. destination and no other charges like transport, fare hiring, insurance or any other charges will be paid.
23. No firm or person is permitted to submit more than one tender for each item under different name or names.
24. Any article supplied that are not found in accordance with the standards prescribed in the tender document shall be rejected outright and returned to the firm at their cost and risk; and the Director, CARIDD, Kolkata shall reserve the right to purchase of the article in question from other firms giving the notice and deduct the difference of cost and other charges, if any, by forfeiting the security deposit.
25. In case of cancellation of tender procedure due to any reason, tender document will be returned back to the authorized person of the bidder.
26. The specification of said equipment may be seen at **Annexure 'C'**.
27. The firm should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract and forfeiture of E.M.D.
28. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
29. In case where a successful tenderer, does not supply the items in full or in time CARIDD, Kolkata at its discretion may get such items from the next higher tenderer and the loss, if any, caused to the CARIDD, Kolkata due to increased rates shall be borne by the defaulting tenderer.
30. 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 should be furnished. **Failure to fulfil this criterion will lead to outright rejection of the bid.**
31. 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.
32. Bidder will have to provide complete warranty for the equipment for 1 (one) year & CMC for 5(five) 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 1 (one) year & CMC for next 5 (five) years of these equipments.
33. The supply order (minimum 02) should be attached with Technical Bid.



34. The material shall be supplied within one month from the date of award of contract extendable for 15 days on same rate upon written information by the supplier. Further delay will lead to penalty of 10% of actual cost per month to the institute.
35. Payments will be made within 30 days of installation of equipment in working condition at site (Laboratory of CARIDD, Kolkata) and after submission of all necessary documents required for payment.
36. Bidders must provide short technical training to operator/ technical staff of the Institute and in that case all the expenses will be borne by them.
37. Offers through Telegraph or E-mail will not be accepted/ entertained.
38. 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.
39. In all disputes, the decision of the Director shall be final, conclusive and binding on the supplier/Tenderer. All disputes shall subject to the jurisdiction of the Hon'ble Court of Kolkata, West Bengal, India.
40. 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.
41. 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.
42. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.1000/- (Rupees one thousand only) as per Annexure 'D' and also required to furnish the performance security @ 5% of contract value in the form of Fixed deposit or Bank Gurantee, for a period of 14 months of any nationalized bank in favour of Director, NRIADD, Kolkata payable at Kolkata 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.
43. The Director, CARIDD, Kolkata reserves the right to accept the lowest tender or otherwise of any item. He/ She also reserves the right to place an order wholly or in part to one or more than one firm as convenient to him/ her.
44. Director reserves all the rights to accept or reject all or any of the tenders without giving any reasons(s).


Director
CARIDD, Kolkata

PROFORMA FOR TECHNICAL BIDS

Sl. No.	Description	Documents submitted		Page No.
		Yes	No	
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.	Status of the Supplier: 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)			
10.	Whether the specifications offered by your exactly meets out requirement (Attach compliance sheet)			
11.	Details of the bid security (EMD)			
12.	Furnished the technical specification of the instrument offered. Make & Model No./ Part No. should be clearly mentioned.			
13.	Delivery period/schedule and time required for installation			
14.	Declaration regarding that the company was never blacklisted/terminated and Debarred in the past.			
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

PLACE
DATE

Name and Designation-----

(Company Seal)

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

ANNEXURE 'B'

PROFORMA OF FINANCIAL BIDS FOR SUBMISSION OF DETAILS OF THE FIRM

Sl. No.	Name of equipment	Make and Model No.	Quantity	Unit Price in INR (Excluding Tax)
A.	Digital Plethysmometer		01	
	Total Amount			
	Added Tax			
	Grand Total			

B.	Rate for CMC including recurring/ consumable items (after warranty of the instrument)	Price in Rs.

SIGNATURE

PLACE

Name and Designation-----

DATE

(Company Seal)

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



SPECIFICATIONS OF THE ITEM

Sl. No.	Item	Specifications
1.	Digital Plethysmometer	<ul style="list-style-type: none">➤ It should consist of measuring cell with separate tubes for measuring changes in the rats and mice paw volumes along with transducer to measure the conductance due to changes in the conductivity brought about by salinity.➤ The unit should consist of hold pedal switch, calibration probes for all rat and mouse, water reservoir, wetting compound, dust cover for electronic block and water cells, mounting stands for reservoir and measuring cell, thermal mini printer, paper rolls and spares along with instruction manual.➤ The instrument should be microprocessor controlled featuring computer compatibility and data storage facility.➤ The instrument should have at least 1 year of warranty with provision of CMC for 5years after completion of the warranty period.

SIGN AND SEAL OF BIDDER

Place:

Date:



CONTRACT AGREEMENT FORM

(Enquiry No. _____)

THIS CONTRACT AGREEMENT made theday of year..... between Rate Contracting Authority [Director, Central Ayurveda Research Institute for Drug Development, Kolkata] (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 5 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. 42 of “Terms and Conditions”, in advance by FDR/ Bank Guarantee, for a period of 14 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 Kolkata. 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.....