

TENDER DOCUMENT

PONDICHERRY UNIVERSITY
(A Central University)
Centre for Bioinformatics
PUDUCHERRY – 605014



SCHEDULE OF TERMS & CONDITIONS

Sub : Procurement of Ice Flaking Machine

Schedule Of Requirements

Sealed tenders are invited for scientific equipment as per the technical details and specifications given below:

Specifications and Allied Technical Details

Specifications - Ice Flaking Machine – One number

- Production of Ice should be granular flakes and it should not much differ due to water condition & Ambient Temp
- Production: Minimum of **100kg/24h**
- Storage Bin: Minimum of 25kg Capacity
- Condensing System : Water cooled
- Electronic Control Board with Self diagnostic and malfunctioning alarms
- Corrosion free metal components
- CFC Free Refrigeration System
- Front door for easy access to ice flakes
- Electrical Consumption: 400W
- Warranty: Three years onsite warranty against all manufacturing defects from the date of installation.
- After sales service: Annual maintenance contract after completion of warranty period.
- Testing: Ice Flake Machine should be factory tested. Certificate should be submitted along with the Ice Flake Machine. Onsite validation also should be carried out to ensure working of Ice Flake Machine as per international norms
- Any additional features not mentioned above may be highlighted.
- Should have supplied a minimum of five units to Govt. educational institutions (Proof to be enclosed). Information brochure should be attached here with the quotation.

TERMS AND CONDITIONS

There are three parts of terms and conditions (I. General Information, II. Common Conditions, III. Specific Conditions). Please go through all the information before making proposal for this tender.

I. General Information:

1. **Last date and time of receipt of the Tender : May 16, 2018, 03.00PM and will be opened on the same day by 04.00PM**
2. **Tender Document fee Rs. 750/-**
3. **EMD rates: Rs. 7500/-**
4. The Quotation / Tender Document Fee and EMD should be submitted along with your tenders.
5. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the equipment any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support & training, offer of additional / special features, Compatibility with the existing System, etc.
6. The tender must be submitted along with the stipulated quotation document fee and EMD in the sealed cover, super-scribing "**Tender for Ice Flaking Machine - Centre for Bioinformatics**". The name and address of the bidder should also be mentioned at the "From address" space.
7. The tenders should be addressed to "**The Centre Head, Centre for Bioinformatics, Pondicherry University, Puducherry – 605014** " and posted to the following address by speed post.
8. **Tenders will not be accepted through fax / e-mail / by hand / by courier.**

Example for the envelope of the tender :

Tender submitted for Ice Flaking Machine advertised for the <u>Centre for Bioinformatics</u>	
To	
	The Centre Head, Centre for Bioinformatics, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605014.
From	
Supplier's Address	

II. Common Conditions (Import or Indigenous)

1. Purchase of Tender Document:

The Quotation / Tender document can be downloaded from the University website www.pondiuni.edu.in / www.bicpu.edu.in or procured from the Pondicherry University on payment of fee as specified above, by means of a D.D, drawn in favor of **the Finance Officer, Pondicherry University, payable at Puducherry**. The downloaded application should be accompanied with the tender document fee, in the form of a Demand Draft.

2. Price Schedule

The rates should be quoted for a single unit and also for the total quantity required by the University. The price should include the Delivery, installation, training charges, etc. at the respective Department, Pondicherry University. The prices quoted shall remain firm until the furnace is supplied to the respective Department, Pondicherry University.

3. Quoting the Core price & Tax, Duties, Discount etc.

The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.

4. Eligibility:

The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting. The firm should have been in existence for at least six years as on the date of this quotation and must have executed at least three orders for this kind of hardware (furnace) during the last three years.

5. Duty Exemption

The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dated 23.07.96 respectively, in respect of

1. Scientific and technical instruments, apparatus, equipment, Software including computers.
2. Accessories and spare parts of goods specified in (a) above and consumables.
3. Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, micro-chips etc.
4. Prototypes.
5. Customs duties at Indian port, if any, will be to the account of the University.

6. WARRANTY:

The material covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of **at least 36 months from the date of installation & functioning of the Ice Flaking Machine** at the Centre for Bioinformatics , Pondicherry University.

(a) If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.

7. Complete technical specifications of the equipment to be included in the Technical bid.
8. The necessary service support should be provided by Bidder during the agreement period.
9. The training should be provided by the supplying companies for a minimum period of four days from the date of installation with an expert team. Alternate years training should be provided during the license period.
10. Technical post sale support by email and telephone will be provided during the period.
11. Operating Manual should be provided in English.
12. A clear statement regarding availability of after-sales service and availability of spare-parts for next 3 to 6 years should be included.
13. A recent customer list (within last five years) with contact details including email address is to be submitted with technical bids / bids as the case may be.
14. If the equipment is proprietary a product, a proprietary product certificate should be enclosed.
15. The information pertaining to infrastructural, power and any other requirement for satisfactory installation and commissioning of the whole system must be provided by the bidder, at least 120 days in advance of the installation to be commenced if purchase order is issued.
16. The equipment must operate at 230V / 50 Hz single phase and / or equivalent three phase electrical power.
17. If the bidder is an authorized representative in India, they are requested to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.
18. The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.
19. **The validity of the each quotation should be at least for 120 days from closing date of the bid.**
20. The offers will not be considered if received after the bid closing date and time.
21. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
22. The University shall not be responsible for any delay / loss or non-receipt of quotations by post / courier service.
23. No unsolicited correspondence shall be entertained after the submission of the offer.
24. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

25. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
26. Tender is not transferable.
27. In case of any dispute in respect of the Tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

28. Power to reject the offer:

Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

29. No Agency commission will be paid to any authorized agent in India.
30. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty / LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.
31. Bidder(s) must be authorized business partners of Global / National service providers of the respective furnace.
32. The Bidders must enclose authorization letter from the respective global / national service providers of the above said furnace particularly mentioning an undertaking that in case of default by the Bidder, they (Global Service Provider) shall take over all the responsibilities of the Bidder.
33. The Bidder should not be involved in any Bankruptcy filing for protection from it.

III. Specific Conditions for Imported Equipments

1. Payment of EMD:

The Tender must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favor of **The Finance Officer, Pondicherry University, payable at Puducherry**. *The Small Scale units are exempted from payment of EMD provided they enclose the proof of their exemption Certificate issued by the competent authority.*

2. Payments terms:

Normally a payment 90% will be released after the installation & training. However, 100% payment will be released **if the supplier provides Bank Guarantee** towards performance Security for the 10 % of the total cost of the furnace to cover the warranty period. Bank charges in India shall be borne by the purchaser and outside India shall be borne by the contractor / supplier. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in US Dollars or in major foreign currencies.

3. The total cost should be quoted for FOB as well as CIF – Pondicherry University.

However, the price quoted under FOB or should also include the following cost if they are required during the initial stage:

- a) Local Freight / insurance for Chennai airport to University laboratory.
- b) Installation cost if any
- c) Cost of consumables which are required for the equipment for initial operation upto a reasonable time.

In case of the Principal supplier of Foreign country unable to meet the conditions stated at para No : 4, the local agent/ dealer should fulfill the above said conditions in respect of Local Insurance, Freight, safety transport and installation, etc.

The bidder from within India shall obtain the requisite approval for Imports etc., if required.

34. For any clarification with respect to technical specifications, please contact the following faculties at Centre for Bioinformatics, Pondicherry University.

Dr. H. Surya Prakash Rao	Centre Head	0413- 2654589
Dr. M. Suresh Kumar	Assistant Professor	0413- 2654583
Dr. A. Murali	Assistant Professor	0413-2654949

Date : 25.04.2018