



भारतीय पेट्रोलियम और उर्जा संस्थान  
**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

Temporary Campus: 2<sup>ND</sup> Floor, Main Building, AUCE (A),  
Visakhapatnam – 530003, Website: www.iipe.ac.in,

**Domestic Tender No: IIPE/H&S/2021-22/149**

**Date : 05.03.2022**

Indian Institute of Petroleum & Energy, Visakhapatnam invites bids in two-bid system, from OEM/ Authorized System Integrator Partner having Direct Purchase and Support Agreement with the OEM(s).

**Category of Suppliers invited for this Tender**

Class I local Supplier – has local content equal to more than 50%

Class II local Supplier – has local content more than 20% but less than 50%

Brief Details of Tender:

Item Description	Qty
Supply, Installation, Testing and Commissioning of Spin Coater with UV, IR Covers and Syringe Pump	01

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute's website [www.iipe.ac.in](http://www.iipe.ac.in) and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

**Critical Dates of Tender**

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	07.03.2022	09:00 Hrs.
2	Bid Submission Start Date	07.03.2022	09:05 Hrs.
3	Bid Submission Close Date	28.03.2022	16:30 Hrs.
4	Opening of Technical Bids	29.03.2022	17:00 Hrs.

**No manual bids will be accepted.** All quotation (both Technical and Financial should be submitted in the E-procurement portal only).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

**Note:** This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local Content for the quoted equipment as per Annexure – I and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.



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## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

This tender document has been published on the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) & Institute website [www.iipe.ac.in](http://www.iipe.ac.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **Registration**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app> ) by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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 CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. 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.
6. 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.
7. The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

### **Searching for Tender documents**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. 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 CPP Portal.

2. 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 CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3. 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.

### **Preparation of bids**

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. 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.

3. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **Submission of bids**

1. Bidder should 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 has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Financial Bids can be submitted in PDF format (As per Chapter 5).



Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. 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 white Coloured (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. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. 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.

8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **Assistance to bidders**

i. 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 through email [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in) or Ph. No. **0891-2585152**.

ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.



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**CHAPTER 1: INVITATION FOR TENDER OFFERS**

1. **Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam** invites e-Tender for **Supply, installation, testing and commissioning of Spin Coater with UV, IR Covers and Syringe Pump**. The Bidders are requested to give detailed tender in two Bids i.e.:-

- Part - I:** Technical Bid.
- Part - II:** Commercial Bid.

2. **Time Schedule:**

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	07.03.2022	09:00 Hrs.
2	Bid Submission Start Date	07.03.2022	09:05 Hrs.
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4	Opening of Technical Bids	29.03.2022	17:00 Hrs.

Supply means: "Supply, Installation, Commissioning and satisfactory demonstration of the whole system and training". If any charges extra are payable for Installation, Commissioning and training, the same should be specified in the commercial offer.

3. **Availability of Tender:**

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

4. **Envelop 1: Technical Bid :**

The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format.

- Compliance statement/questionnaire of tender terms and conditions as per **Annexure-'A'**.
- Compliance statement of specifications as per **Annexure- 'B'**.
- Manufacturer authorization as per **Annexure – 'C'**.
- Bid Security Declaration as per **Annexure- 'D'**.
- Previous Supply Order List Format as per **Annexure – 'E'**.
- Bidder Information Form as per **Annexure – 'F'**.



- g) Blacklist Certificate as per **Annexure – 'G'**.
- h) Certificate by Bidder- DPIIT Registration as per **Annexure – 'H'**.
- i) Self-declaration by the bidder as per **Annexure –'G'** that the items offered meet the **local/non-local content** requirement in pursuance of public procurement preference to Make in India, Order 2017 (please tick appropriate option **Annexure –'I'**)
- j) No Relationship Certificate as per **Annexure – 'J'**.
- k) Annual Maintenance Contract as per **Annexure-'K'**.
- l) Acceptance of tender terms as per **Annexure- 'L'**.
- m) Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a copy of DGS&D registration wherever it is applicable should also be provided in Technical Bid.
- n) A Well-defined and described solution document in adherence to the technical specifications documented in this tender along with technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.
- o) In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.
- p) Details of supplies of similar Works, along with photocopies of previous Purchase Orders and details of place of supply along with contact details.
- q) Please quote the specific model number catalogue number with detailed description of the item quoted.
- r) Also attach the technical literature brochure of the quoted items.

5. **Tender Fee:** Nil

6. The technical offer **should not contain any price information.**

7. **Technical Specifications:**

i. Time & Specifications are the basic essence of the contract. It must be ensured that the offers must be strictly as per the tender specifications and must strictly adhere to the project / delivery timelines. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation.

ii. A quotation has to be supported with the printed technical leaflet / literature of the quoted model of the item by the quoting party / manufacturer and the specifications mentioned in the quotation must be reflected / supported by the printed



technical leaflet/ literature. Therefore, the model quoted invariably be highlighted in the leaflet/ literature enclosed with the quotation.

iii. The Technical bid should not contain any price information (or) anything related to Financial Bid. Any mention of commercials/ prices in the technical bid shall lead to disqualification of the tender and shall not be considered for further evaluation process.

iv. Non-compliance of the above shall be treated as incomplete/ ambiguous bid and the bid will be ignored/ rejected without giving an opportunity for clarification/ negotiation etc. to the bidder.

8. **Compliance Statements:**

i. Bidders must furnish a Compliance Statement of each and every required specification of the tender in the format at **Annexure-'B'**. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/ leaflet showing the compliance of the specification may also be attached with the quotation.

ii. Similarly, the Compliance Statement/ questionnaire for Terms & Conditions of the tender may be furnished, as per the enclosed format at **Annexure -'A'**, along with quotation (with techno- commercial bid in case of two bid tender system).

iii. Firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

9. **Envelope 2: "Commercial Bid":**

The Envelope 2: Commercial Bid shall contain the following:

- i. Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only.
- ii. The bidders are requested to quote for Educational Institutional Price for Equipment and software, since we are eligible for the same.
- iii. The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- iv. List of deliverables / Bill of materials and services.
- v. In case of foreign quote, the address of Principal's / Manufacturer's and their Banker's details should be furnished.





**Note:**

- (i) No request for extension of due date will be considered under any circumstances.
- (ii) No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/ their authorized agents.

10. IIPE, Visakhapatnam may issue corrigendum to tender documents before due date of submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIPE Visakhapatnam. The bidder is not supposed to incorporate the amendment in the body of the tender document

11. **Bid opening And Evaluation process**

- (i) Technical Bids will be opened on **29-03-2022** at **17:00 Hrs.**
- (ii) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be intimated later to the technically qualified bidder(s).
- (iii) Bids would be summarily rejected, if tender is submitted other than through online. IIPE, Visakhapatnam shall not be responsible for any technical issues.

12. **Terms of the Technical Committee:**

- (i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IIPE Visakhapatnam. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (ii) The technical evaluation will be an assessment of the Technical Bid. IIPE, Visakhapatnam representatives will proceed through a detailed evaluation of the Technical Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IIPE Visakhapatnam will examine the information supplied by the bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- (iii) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IIPE, Visakhapatnam and these criteria / recommendations will also form as a part of short-listing of the firms.



(iv) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IIPE Visakhapatnam or from other Institutes and also call for Technical presentations from the BIDDERS if it is required so.

(v) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.

(vi) After the technical evaluation is completed and approved, IIPE Visakhapatnam shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection on e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

(vii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.

(viii) In the event of seeking any clarification from various BIDDERS by IIPE, Visakhapatnam, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.

(ix) The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar Solutions/ Applications elsewhere, obtaining user views with reference to the earlier supplies. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.

(x) The Institute may call for Technical Presentation/ mock-up/ demo of the product as a part of the technical evaluation by giving sufficient time for the bidders to make arrangements for the same.

13. **Commercial Bid Evaluation:**

Based on results of the Technical Evaluation IIPE, Visakhapatnam evaluates the Commercial Bid of those Bidders who qualify in the Technical Evaluation.

(a) IIPE, Visakhapatnam shall correct arithmetical errors on the following basis:

(i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an



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obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

(ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

(b) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order.

(c) If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails

14. The Director, IIPE Visakhapatnam reserves the right to accept the offer in full or in parts or reject summarily or partly.

15. The relatives / near relatives of employees of the client are prohibited from participation in this bid.

(a) The near relatives for this purpose are defined as:

- a. Members of a Hindu Undivided Family;
- b. Their husband or wife;
- c. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

16. **Unloading:** In case of Equipment unloading at IIPE, Visakhapatnam, which will be under supplier's scope



**CHAPTER-2: INSTRUCTIONS TO BIDDERS**

1. **Preparation and Submission of Offers:**

(a) Quotation should be submitted directly by the original manufacturer/ supplier or its sole authorized distributor/dealer/Indian Agent. In case of bid by authorized dealer/ distributor/ Indian Agent, the manufacturer authorization should be attached with the technical bid as per **Annexure-`C`**.

**One Indian Agent can participate in a tender on behalf of one manufacturer only. No offer will be entertained if the same Indian Agent is representing another manufacturer for the same item. Bids from only one authorized distributor/ retailer/ reseller will be entertained, who has authorization from the company to quote for this tender. Multiple bids from various distributors from the same manufacturer will not be entertained & the company / principle providing multiple authorizations will be rejected from the tender.**

(b) In case a bidder is not doing business within India, it shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.

(c) The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.

(d) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/ order. Before the deadline for submission of the bid, IIPE Visakhapatnam reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/ modification will be hosted on e-Procurement portal (<https://eprocure.gov.in/eprocure/app>) or on IIPE Visakhapatnam website.

(e) Conditional tenders will be summarily rejected.

(f) The Authorization Certificate from the OEM on their letter head must be given clearly authorizing the bidder as their representative for this tender. The details of the tender like the tender number, date and name of the Institute must be clearly mentioned by the OEM in its authorization letter given for submission to the bidder. Failure to submission of this document (or) improper/ incomplete/ any generic (or) vague documents shall lead to rejection of the bid.



2. **Delivery Period / Timeliness:**

The deliveries & installation must be completed **within 30 days** after placement of purchase order. The time is the essence of the contract. It is mandatory for the BIDDERS who respond to this bid to meet these expectations, as are tightly linked to IIPE, Visakhapatnam's plans of completing the project within the time frame.

3. **Amalgamation/Acquisition etc.:**

In the event the Manufacturer/ Supplier proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/ Successor of the Principal Company are liable for execution of the contract and also fulfilment of contractual obligations i.e. supply, installation, commissioning, warranty, maintenance/replacement of spares accessories etc. while submitting your bid, you may confirm this condition.

4. **Bid Validity Period:**

(a) The prices must be valid at least for a period of **180 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later.

(b) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

5. **Award of Contract:**

(a) IIPE, Visakhapatnam shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

(b) If more than one BIDDER happens to quote the same lowest price, IIPE, Visakhapatnam reserves the right to award the contract to more than one BIDDER or any of one of the such BIDDERS.

6. **IIPE Visakhapatnam Right to vary Quantities at the time of Award:**

(a) IIPE Visakhapatnam reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the IIPE Visakhapatnam, the quantities in the contract may be enhanced by 25% within the delivery period.

(b) Firms which have already supplied similar equipment to IIPE Visakhapatnam and have not completed required installation/ commissioning/ after sales service/ warranty replacements etc. such firms offer will not be considered for further evaluation and no enquiries thereafter will be entertained.



7. **Fraud and Corruption:**

IIFE Visakhapatnam requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

- (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, 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;

(b) The IIFE, Visakhapatnam will reject a proposal for award if it determines that 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.

8. **Interpretation of the clauses in the Tender Document / Contract Document:**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **The Director, IIFE Visakhapatnam’s interpretation of the clauses shall be final and binding on all parties.**



**CHAPTER - 3: CONDITIONS OF CONTRACT**

1. **Prices:**

Bid prices should be filled in the appropriate format as mentioned in Price Schedule.

ALL THE BIDDERS SHOULD QUOTE PRICES FOR EACH AND EVERY ITEM SEPERATELY ALONG WITH THE CONSOLIDATED PRICES APPLICABLE FOR BOTH INDIGENOUS AND IMPORTED ITEMS (if any).

2. **For Goods manufactured in India:**

(i) The price of the goods must be as per the BoQ.

(ii) In case of BoQ requesting for prices without GST. GST will be paid as per the norms. In the case of BoQ requesting for prices with GST and the bidder quoting without GST, the price quoted by the bidder shall be considered as with GST as per the BoQ and the bidder must be able to supply at the same rate mentioned in the BoQ. No request for additional charges apart from those mentioned in BoQ shall be entertained.

(iii) The price mentioned in BoQ must be inclusive of transportation, Insurance, loading and unloading and any other local service required for delivering the goods for the desired destination as decided by the IIPE Visakhapatnam. Loading and unloading is strictly in the scope of the bidder. IIPE Visakhapatnam will not provide any manpower/ equipment support towards the same. The bidder must ensure all logistics, manpower support, machine and equipment's required (if any) for delivering and installing the equipment at the determined location as informed by the Institute.

(iv) The installation, commissioning and training charges (If any) must be mentioned as per the BoQ (if requested separately in BoQ) else the price quoted will be taken as inclusive of installation, commissioning and training.

(v) The institute will not be responsible in case of the bidders failing to include any of the above mentioned prices in their bid. The price mentioned in the BoQ will be final and the bidder has to comply with that, if awarded the tender.

(vi) **Unloading of the goods at IIPE, Visakhapatnam is strictly in the scope of the bidder. No manpower will be provided by IIPE Visakhapatnam.**

(vii) The goods must be disinfected properly before dispatching.

(viii) A representative of the successful bidder must be available during the delivery at the Institute & must disinfectant the boxes before delivering again. In case the travel time from dispatch to reach IIPE Visakhapatnam more than 48 hours.

(ix) Any financial implication leading to any change deviation from the bid submitted shall be borne by the bidder, of accepting by the Institute.



3. **Agency Commission & Services:**

- (a) The Indian Agency commission payable in Indian currency only after the receipt of consignment in good condition at our Stores and satisfactory installation and commissioning of the ordered equipment.
- (b) Details of services rendered by you as well as after-sales services offered by you are to be made clear in the tender.

4. **Performance Benchmarks:**

The technical evaluation committee needs to be provided with an evaluation system to carry out performance benchmarks.

(5) **Pre-installation:**

The BIDDER has to state in detail the Electrical Power/ UPS requirements, floor space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system and to run the tests. i.e. pre-installation facilities required for installation may please be intimated in the technical bid. Subsequently, before the consignment lands in IIPE Visakhapatnam, the BIDDER shall confirm that the pre-installation requirements are sufficient for installation of the equipment. In other words, the BIDDER should continuously monitor the pre-installation requirements and see that everything is ready before the consignment is taken to the site for installation. Bidders should also bring sufficient technical manpower for verification of pre-installation pre-requisites any requirement mentioned after the arrival of equipment to IIPE, Visakhapatnam which may lead to delay in installation may lead to levy of penalty as decided by the institute.

(6) **Installation:**

(a) BIDDER shall be responsible for installation/ demonstration wherever applicable and for after sales service during the warranty and thereafter. If it is required to shift the equipment to a new site, buyer will notify the vendor to disassemble the system for transportation to a new location. Vendor has to assemble, install and commission it again at a new location at free of cost. Only, the transportation charges will be reimbursed to the vendor by the buyer.

(b) Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site, unless otherwise instructed by the Institute, failing which a penalty of INR 500 per day from the day of actual installation requested by the Institute till the date of installation done by the bidder shall be levied.

(c) After successful installation what will be the minimum down time of equipment/ instrument in case of breakdown. If the identified firm or person fails to put





the system into working condition what is the further alternative course of action suggested by you to adhere to minimum down time.

(d) Sufficient technical manpower and housekeeping manpower must be arranged by the bidder at the time of installation and unloading of the equipment/goods.

7. **Inspection :**

(a) The inspection of the system will be done by our technical expert /Scientist in the presence of firm's representative.

(b) In case of receipt of the material in short supply or damaged condition, the supplier will have to arrange the supplies / replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the IIPE Visakhapatnam, the institute till satisfactory installation of the system, with in the stipulated time as decided by the Institute failing which penalty 0.5% of the total order value per week will be levied.

8. **Training :**

Wherever needed, our Scientist / Technical persons should be trained by the supplier at the project site free of cost. In case the person is to be trained at supplier's site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including 'to & fro' fares and lodging & boarding charges.

9. **Warranty / Support :**

A clear confirmation on letter head should be given for this item along with acceptance to the points mentioned below: -

(a) The items covered by the schedule of requirement shall carry minimum **three years** of manufacturer's warranty from the date of acceptance of the equipment by IIPE Visakhapatnam. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours. The manufacturer's warranty includes onsite warranty with parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours, failing which penalty INR 5000 per day would be levied and same shall be deducted from Performance Bank Guarantee. The same has to be accepted by the bidder and acceptance for the same has to be mentioned on the letter head in the technical bid.

(b) The turnaround time for resolving of any issue in case of indigenous bidders is 15 days and in case of import is 30 days from the date of intimation by the institute. Any delay in resolving the issue beyond the stipulated period mentioned above shall lead to extension of warranty period and forfeiture of the PBG.

(c) The defects, if any, during the guarantee/ warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance,



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freight, custom duty, local taxes if any should be borne by the beneficiary or his agent. No cost will be borne by IIPE Visakhapatnam.

(d) The warranty on the associated software should cover providing of upgraded version/s, if any, released during the warranty period free of cost. The turnaround time for resolving of any issue in case of indigenous bidders 15 days and in case of import is 30 days from the date of intimation from institute via e-mail, any delay in resolving the issue will lead to forfeiture of their PBG. The delay in resolving the issue beyond the stipulated period mentioned above shall lead to extension of warranty period.

(e) The BIDDER shall assure the supply of spare parts even the completion of after warranty period maintenance of the equipment supplied if and when required for a period of 10 years from the date of supply of equipment on payment on approved price list basis.

(f) The equipment must be supported by a Service Centre in India manned by the principal vendor's technical support engineers. The support through this Centre must be available 24 hours in a day, seven days a week and 365 days a year. Also it should be possible to contact the Principal's/ Head office support Centre on a toll free number/web/ mail.

(g) An undertaking from the manufacturer is required in this regard stating that they would facilitate the BIDDER on regular basis with technology / product updates & extend support for the warranty as well is to be submitted also mentioning the life of the equipment mentioned above.

(h) The vendor will have to arrange for all the testing equipment & tools required for installation, testing & maintenance etc.

(i) It is desirable that the vendor may have a local logistics support by maintaining a local spares depot in the State. This is to ensure immediate delivery of spares parts in case of any malfunction of the equipment.

(j) Details of onsite warranty, agency who shall maintain during warranty and undertake Comprehensive Service Maintenance Contract beyond warranty shall be given in the offer. In case of foreign quote, the Indian Agent who shall maintain during warranty and AMC beyond warranty shall be given in the Technical Offer

(k) **Commencement of Warranty period:** The warranty period of an item shall commence from the date of successful installation, commissioning and demonstration at IIPE, Visakhapatnam.

#### 10. **Reasonability of Prices:**

(a) The prices quoted must be the prices applicable for a premiere Educational and Research Institute of national importance, as applicable to educational research institutes must be given.



(b) The bidder must give details of identical or similar equipment, if any, supplied to any Centrally Funded Technical Institutes CFTI's/ IISERS/ CSIR lab/ Education Research Institute during last three years along with the final price paid and Performance certificate from them.

11. **Comprehensive Maintenance Contract:**

(a) The party must mention in the quotation, the rate/ amount of comprehensive maintenance charges, if IIPE opts for maintenance contract after expiry of the warranty period. This is mandatory to mention, wherever applicable.

(b) No sub-contracting will be allowed for installation or maintaining system/ equipment / instrument during or after warranty period.

12. **Indemnity:**

The vendor shall indemnify, protect and save IIPE Visakhapatnam against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment's supplied by him/ her.

13. **Freight & Insurance:**

**Indigenous:** The equipment to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIPE Visakhapatnam site in case of Rupee transaction.

14. **Payment:**

(a) For Indigenous items, 90% payment shall be made against delivery, installation, commissioning and balance 10% on demonstration of the whole system to the satisfaction of the Institute/ Scientist/ Technologist/ Indenter/ Professor etc.

(b) If the PBG submitted as per Chapter 2 Clause No 3, requires extension to cover the Warranty Period the same will be done before release of the balance 10% Payment. Please note that the warranty period will be extended in case of non-resolving of issues in a stipulated time given by the institute as mentioned above.

(c) No advance payments are allowed under any circumstances.

15. **Penalty for delayed Services/ LD:**

(a) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Failing which the Institute will forfeit PBG / SD and also LD clause will be applicable / enforced.

(b) If the supplier fails to Supply, Install and Commission the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages



of 0.5% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

(c) IIPE Visakhapatnam reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

16. **Jurisdiction:**

The disputes, legal matters, court matters, if any, shall be subject to Visakhapatnam, Andhra Pradesh Jurisdiction only.

17. **Force Majeure:**

IIPE, Visakhapatnam may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises. The bidder will immediately notify the IIPE Visakhapatnam by reasonable detail of the Force Majeure Event. If a Force Majeure Event continues for more than 30 days, the Institute may cancel the purchase order issued, without liability.

18. **Discrepancies:**

If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.

19. **Public Procurement (Preference to Make in India), Order 2017:**

This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15<sup>th</sup> June, 2017 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, subject to technically qualifying & meeting the Institute's technical requirements. However, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order and the quality as mentioned in the tender in the technical bid itself.

(a) IIPE, Visakhapatnam shall compare all substantially responsive bids to determine the lowest valued bid. This Institute is following and abide with the Public Procurement



(Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017B.E.II dated 15th June 2017 and its subsequent amendments. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

(b) As per the above order and its subsequent amendments "Local Content" means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly, the suppliers will be classified in following categories.

- (i) Class I local Supplier – has local content equal to more than 50%;
- (ii) Class II local Supplier – has local content more than 20% but less than 50%.

(c) **Verification of Local Content:** The Class I Local Supplier/ Class II Local Supplier/ Non-Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified. In case of procurement in excess of Rs.10 Crores, the suppliers shall be required to provide the certificate from the statutory auditor or cost auditor of the company giving the percentage of local content.

**Note:**

(i) In case a complaint is received by the procuring agency or the concerned Ministry/ Department against the claim of a bidder regarding local content/ domestic value addition in an electronic product, the same shall be referred to IIPE Visakhapatnam.

(ii) Any complaint referred to IIPE Visakhapatnam, shall be disposed of within 4 weeks. The bidder shall be required to furnish the necessary documentation in support of the domestic value addition claimed in an electronic product to IIPE Visakhapatnam. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonfires of the claim.

(iii) A complaint fee of Rs.2 Lakh or 1% of the value of the domestically manufactured electronic products being procured (subject to a maximum of Rs. 5 Lakh), whichever is higher, to be paid by Demand Draft to be deposited with IIPE VISAKHAPATNAM. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

(iv) False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to



two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

**The bidders can be debarred for a period up to two years as per Rule 151(iii) of GFR 2017, in case of false declaration.**

**20. Requirement of registration:**

With reference to Ministry of Finance (MoF) OM No. 6/18/2019-PPD dated 23rd July 2020:-

(a) Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).

(b) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

(c) "Bidder" from a country which shares a land border with India" for the purpose of this Order means:

- (i) An entity incorporated, established or registered in such a country; or
- (ii) A subsidiary of an entity incorporated, established or registered in such a country; or
- (iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- (iv) An entity whose beneficial owner is situated in such a country; or
- (v) An Indian (or other) agent of such an entity; or
- (vi) A natural person who is a citizen of such a country; or
- (vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

**21. Arbitration :**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IIPE VISAKHAPATNAM or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of



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dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IIPE, Visakhapatnam, India. The jurisdiction of the courts shall be Visakhapatnam, Andhra Pradesh, India.

22. **Dispute Settlement:**

IIPE, Visakhapatnam and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the IIPE, Visakhapatnam or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

In case of Dispute or difference arising between the IIPE Visakhapatnam and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, IIPE Visakhapatnam, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

The venue of the arbitration shall be the place from where the purchase order or contract is issued.

**Registrar (I/c), IIPE**



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**CHAPTER 4: TECHNICAL SPECIFICATIONS**

**SPIN COATER WITH UV, IR COVERS AND SYRINGE PUMP**

**Tender Ref. No. : IIFE/H&S/2021-22/149**

<b>S. No.</b>	<b>Specifications</b>
1	Spin Speed 100 to 12000 rpm
2	Accelerations minimum 5000 rpm/s
3	Programmable interface with min. 8 steps per program
4	Integrated Syringe Pump
5	Vacuum Pump
6	Sample Holders up to 4 inch
7	Temperature control up to 150 <sup>0</sup> C
8	UV 365 nm treatment facility
9	3 Years Warranty

**Note:**

(a) Bidders should give point by point compliance w.r.t. the tender specifications. Bidders should provide technical literature and brochure of the offered model and mention the same in the compliance table. Bids without technical literature will be summarily rejected.

(b) Point by point compliance of the bid in a tabular format w.r.t specifications along with reference to the pages in the technical literature submitted by the bidder is to be clearly mentioned and submitted.

(c) Non-compliance to any of the two points above shall be treated as INCOMPLETE/ PARTIAL BID & shall not be considered for further process.

(d) If technical committee wishes to examine the instrument specification, the vendors may also be called for the demonstration of instrument for the various parameters.





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**CHAPTER – 5: PRICE SCHEDULE**

The Bill of materials must be included in the technical offer as well as commercial offer. ***However, the Technical offer should not contain any price information.***

**PRICE SCHEDULE FOR GOODS**

Name of the Bidder \_\_\_\_\_

Tender No. **IIPE/H&S/2021-22/49**

Sr.	Item Description	Place of Manufacture in India	Qty	Unit	Unit Price	GST %	GST Amount	Total Amount Without taxes	Total Amount With taxes
01	<b>SPIN COATER WITH UV, IR COVERS AND SYRINGE PUMP</b>  (As per specifications mentioned in the Tender Document)		01	No					
02	Any Other Charges/Any taxes, if any								

**Note :** The Institute is already registered with DSIR for GST Concession for Research Purpose(s)

Total Bid price in \_\_\_\_\_ in words

Signature of Bidder:

Name:

Stamp:

Note: The cost of optional items shall be indicated separately. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

(a) Cost of spares \_\_\_\_\_

(b) Warranty if being charged include in BoQ



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**ANNEXURE – A**

**FORMAT/QUESTIONNAIR FOR COMPLIANCE OF TERMS AND CONDITIONS**

**Tender No.: IIPE/H&S/2021-22/149**

**Tender Title : IIPE/ SPIN COATER WITH UV, IR COVERS AND SYRINGE PUMP**

**Due Date:28.03.2022**

**Note:**

1. **Quotation will not be considered without submission of this format.**
2. If a particular question is not at all applicable please write NA in compliance part in Col. No. 4 below.

<b>SNo</b>	<b>Terms &amp; condition of Tender document</b>	<b>Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No')</b>	<b>Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	a) Whether quotation is direct from Principal supplier/manufacturer or their own office in India (Please specify)		
	b) Whether quotation is being submitted by Indian Agent/authorized distributor/ dealer		
	c) Whether the agent is registered with NSIC/MSME		

3. Kindly see the relevant terms & conditions of the tender document in each question before replying to the questions mentioned in Col.2 below:



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<b>SNo</b>	<b>Terms &amp; condition of Tender document</b>	<b>Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))</b>	<b>Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for</b>
2	Whether techno-commercial Bid contains, technical literature/leaflets, detailed specifications & commercial terms & conditions etc. as applicable.		
3	c) Whether specific amounts or percentage of expenses like packing, forwarding, handling, freight, insurance, documentation etc. have been mentioned in quotation separately in clear terms.		
4	a) Whether prevailing rates of sales tax, excise duty & other govt. levies (for indigenous supplies) have been given in quotation		
5	Have you mentioned the validity period of the quotation as per our requirements		



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SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
6	a) Whether the Price reasonability Certificate is submitted with quotation		
	b) Whether copies of last three supply orders of the same item from other customers have been attached with the quotation		
7	Whether rates/amount of AMC after the warranty period is over has been mentioned		
8	Have you gone through the specification Clause & complied with the same		
9	Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the quotation and Printed technical literature/ leaflets of quoted items have been submitted		
10	Whether compliance statement of specifications has been attached with the quotation.		



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SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
11	a) Whether the delivery period for supply of the items has been mentioned		
	b) Whether mode of delivery & tentative size & weight of the consignment has also been indicated		
12	Do you agree with the payment terms for indigenous supplies?		
13	Do you agree about the date of commencement of warranty period & its extension is necessary.		
14	a) Who will install/commission and demonstrate the equipment at IIPE Visakhapatnam FREE OF COST.		
	b) Will you be able to do it within a month		
15	Have you mentioned the guarantee/warranty period in your quotation and do you agree with guarantee clause?		
16	Spare parts		



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SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
17	After Sales service		
18	a) Do you agree that on receipt of material in damaged condition or short supply you will replace the same on CIF basis, free of cost pending the settlement of the insurance claim?		
	b) Do you agree with the clause of physical inspection?		
19	Whether list of specific user's for the same item & model as quoted along-with performance certificates from the users is submitted with offer		
20	Whether you agree to the penalty clause for late delivery & installation?		
21	Whether training to our scientist/technical person <b>will be given free of cost</b> . If yes, have you specified in quotation whether it will be in our lab? Or at supplier's site in India or abroad.		
22	a) Whether all the pages have been page numbered?		



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<b>SNo</b>	<b>Terms &amp; condition of Tender document</b>	<b>Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))</b>	<b>Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for</b>
	b) Whether quotation has been signed and designation & name of signatory mentioned.		
23	Whether documentary evidence of bidders as given in Eligibility Criteria submitted		



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**ANNEXURE – B**

**FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS**

1	2	3	4	5	6
Sl.	Name of specifications/part / Accessories of tender enquiry As per Chapter 4 of the Tender Document.	Specifications of quoted Model/ Item	Compliance Whether "YES" or "NO"	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
2					
3					

Note : Bidders are required to fill this table as per the specifications given in the Chapter 4 of this Tender Document. The points need to be reproduced in the table at Column No 2 and then fill in the relevant details for each specifications.

Signature of the Bidder: \_\_\_\_\_

Name :

Stamp :





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**ANNEXURE – C**

**MANUFACTURER'S AUTHORIZATION FORM**

***[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that Are binding on the Manufacturer]***

Date: [Insert date (as Day, month and year) of Bid submission]

Tender No.: [Insert number from Invitation for Bids]

To: [Insert complete name and address of Purchaser]

**WHEREAS**

We [insert complete name of Manufacturer], who are official manufacturers of [Insert type of goods manufactured] having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and complete comprehensive warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm for the complete warranty period.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of sign in]



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**ANNEXURE – D**

**BID SECURING DECLARATION FORM**

Date: \_\_\_\_\_

**Tender No. IIPE/H&S/2021-22/149**

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/ modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



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**ANNEXURE – E**

**PREVIOUS SUPPLY ORDERS FORMAT**

Name of the Firm \_\_\_\_\_

Order placed by { Full address of Purchaser }	Order No. and Date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the equipment been installed satisfactorily?	Contact Person along with Telephone no., Fax no. and e-mail address.

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:



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**ANNEXURE – F**

**BIDDER INFORMATION FORM**

Company Name: \_\_\_\_\_

Registration Number : \_\_\_\_\_

Registration Address : \_\_\_\_\_

\_\_\_\_\_

Name of Partners /Director : \_\_\_\_\_

City : \_\_\_\_\_ Postal Code : \_\_\_\_\_

Company's Establishment Year : \_\_\_\_\_

Company's Nature of Business : \_\_\_\_\_

Company's Legal Status ( <i>tick on appropriate option</i> )	1) Limited Company	
	2) Undertaking	
	3) Joint Venture	
	4) Partnership	
	5) Others	
Company Category	1) Micro Unit as per MSME	
	2) Small Unit as per MSME	
	3) Medium Unit as per MSME	
	4) Ancillary Unit	
	5) SSI	6) Others

**Contact Details:**

Contact Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Email Id : \_\_\_\_\_

Phone No:( \_\_\_\_\_ ) \_\_\_\_\_ Mobile No : \_\_\_\_\_

**Bank details**

Name of Beneficiary : \_\_\_\_\_

A/c. No. CC/CD/SB/OD: \_\_\_\_\_

Name of Bank : \_\_\_\_\_ IFSC (Bank) : \_\_\_\_\_

Branch Address and Branch Code: \_\_\_\_\_

**Other Details**

Vendor's PAN No. \_\_\_\_\_

Vendor's CST No/LST No/WCT No/TIN No: \_\_\_\_\_



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**ANNEXURE – G**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

***(to be provided on letter head of the firm)***

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered/ pending against the firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:



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**ANNEXURE – H**

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

***(Certificate on Company Letterhead)***

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) .

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. \_\_\_\_\_ dated \_\_\_\_\_ listed by IIPE Visakhapatnam.

Signature with Date  
and Stamp of the Bidder



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ANNEXURE - I

**SELF-CERTIFICATION REGARDING LOCAL CONTENT (LC)**  
**FOR GOODS, SERVICES OR WORKS**

***(to be provided on Rs. 100/- Stamp Paper)***

Date: .....

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_,  
Resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of Indian Institute of Petroleum and Energy, Visakhapatnam, Ministry of Petroleum & Natural Gas, Government of India issued vide Tender Enquiry No. .... dated .....

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority nominated by IIPE Visakhapatnam for the purpose of assessing the LC.

That the LC for all inputs which constitute the said Goods/ Services/ Works has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the LC of the Goods/ Services/ Works mentioned herein is found to be incorrect and not meeting the prescribed LC norms, based on the assessment of an authority nominated by IIPE Visakhapatnam and I will be liable as under clause 9(f) of Public Procurement (Preference to Make in India) Order 2017.

I agree to maintain all information regarding my claim for LC in the Company's record for a period of 2 years and shall make this available for verification to any statutory authorities:

- (a) Name and details of the Local Supplier:  
(Registered Office, Manufacturing unit location, nature of legal entity)
- (b) Date on which this certificate is issued:
- (c) Product for which the certificate is produced:
- (d) Procuring agency to whom the certificate is furnished:
- (e) Percentage of LC claimed:
- (f) Name and contact details of the unit of the manufacturer:

For and on behalf of \_\_\_\_\_ (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>



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ANNEXURE - J

**NO RELATIONSHIP CERTIFICATE**  
***(On Company Letterhead)***

1. I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IIPE Visakhapatnam. (If related provide the details of the employee)
2. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture security deposit and I/We\* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I/We also note that, non-submission of this certificate will render my/ our tender liable for rejection.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:





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ANNEXURE - K

**ANNUAL MAINTENANCE CONTRACT**

We hereby certify that the Annual Maintenance Contract for the equipment, after expiry of warranty period will be charged as follows:

***For Comprehensive AMC***

- 1) 1<sup>st</sup> year \_\_\_\_ % of the equipment value
- 2) 2<sup>nd</sup> year \_\_\_\_% of the equipment value
- 3) 3<sup>rd</sup> year \_\_\_\_% of the equipment value.

***For Non - Comprehensive AMC***

- 1) 1<sup>st</sup> year \_\_\_\_ % of the equipment value
- 2) 2<sup>nd</sup> year \_\_\_\_% of the equipment value
- 3) 3<sup>rd</sup> year \_\_\_\_% of the equipment value.

We also certify that the spares for the equipment will be available for the equipment for \_\_\_\_\_ years.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:



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ANNEXURE - L

**ACCEPTANCE OF TENDER TERMS**  
**(To be given on Company Letter Head)**

Date: DD/MM/YYYY

To,

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam - 530003

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No : **IIPE/H&S/2021-22/149**

Name of Tender / Work : Supply, Installation, Testing & Commissioning of **Spin Coater with UV, IR Covers and Syringe Pump**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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**CHECKLIST FOR BIDDER**

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option:

<b>Envelope-1(Technical-Bid)</b> (Following documents to be provided as single PDF file)				
Sl. No.	Documents	Content	File Types	Document Attached
1	<b>Technical Bid</b>	Annexure – A - Format/Questionnaire for compliance of Terms and Conditions	.Pdf	(Yes /No)
3		Annexure – B - Format of Compliance Statement of Specifications	.Pdf	(Yes /No)
4		Annexure – C- Manufacturer’s Authorization Form	.Pdf	(Yes /No)
5		Annexure – D- Bid Securing Declaration Form	.Pdf	(Yes /No)
6		Annexure – E – Previous Supply Order List Format	.Pdf	(Yes /No)
7		Annexure – F - Bidder Information Form	.Pdf	(Yes /No)
8		Annexure – G - Blacklist Certificate	.Pdf	(Yes /No)
9		Annexure – H - Certificate by Bidder- DPIIT Registration	.Pdf	(Yes /No)
10		Annexure – I - Local/ Non-Local Content	.Pdf	(Yes /No)
11		Annexure – J - No Relationship Certificate	.Pdf	(Yes /No)
12		Annexure – K – Annual Maintenance Contract	.Pdf	(Yes /No)
13		Annexure – L- Acceptance of Tender Terms	.Pdf	(Yes /No)
14		Self-attested copy of PAN, GST Number (as applicable)	.Pdf	(Yes /No)
15		Tender Terms & Conditions acceptance signed with official seal is attached	.Pdf	(Yes /No)
<b>Envelope-2(Financial-Bid)</b>				
Sl. No.	Documents	Content	File Types	Document Attached
1	<b>Financial Bid</b>	Price bid should be submitted in PDF Format along with bill of material	.pdf	(Yes /No)
2		Price bid should be submitted in Excel (BOQ) Format	.xls	(Yes /No)



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**IMPORTANT NOTICE**

**TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IIPE VISAKHAPATNAM WILL PROCESS THE TENDER AS PER IIPE VISAKHAPATNAM STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IIPE VISAKHAPATNAM WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.**

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

**// END OF DOCUMENT //**