To

1. M/s Sharma Bros Scientific Instruments Co, Paona Bazar, Imphal-795001
2. M/s UEICO, Purana Rajbari, Imphal East-795005
3. M/s Surgichem Agencies, Imphal West-795001

Subject: Request for submission of rate quotations through limited tender

Sir,

Sealed tenders are invited by Biotechnology Department, Manipur University for the supply of Consumables as per the quantity and specifications enclosed at Annexure A and terms & conditions as detailed below. The tender value is Rs 200000/- (Two lakh rupees only) approximately.

You are requested to submit the rate quotations along with documents as per the terms and conditions enclosed on or before 3rd of March, 2020 to the Office of the undersigned.

Yours faithfully

sd/-

Dr. P. Nongdam Puren Meetei
Principal Investigator
SERB, DBT project
**TERMS & CONDITIONS**

1) **ELIGIBILITY CRITERIA** -
   a. Bidder shall be a manufacturer having requisite manufacturing facility.
   b. The bidder shall have market standing continuously for the past 3 years in supplying similar items with customers' satisfaction.
   c. Authorised dealer / distributors of a manufacturer or Indian Agent of an overseas vendor are also eligible to participate in the tender, provided they furnish the authorization for the items and having the dealership/distributorship for the subject items at least for three years continuously.
   d. The average annual turnover of the bidder during the last three years shall not be less than Rs. 10 lakhs.
   e. Supply shall be effected directly by the bidder and not through any other agency.

2) **Documents to be enclosed:**
   a. Duly attested photocopies of valid manufacturing license for the products offered.
   b. Details of supplies made during the last 3 years with summary of Purchase Orders and performance certificates issued by clients.
   c. Annual Turn Over Statement for the last 3 financial years certified by the Auditor/Chartered Accountant.
   d. GST Registration Certificate and copy of the latest GST filing.
   e. Undertaking confirming acceptance of all terms and conditions of the tender. (Annexure – II)
   f. An undertaking on fraud and corruption. (Annexure – III)
   g. In case of dealer/distributor or Indian agent of an overseas manufacturer, Authorization from the manufacturer for the items quoted.
   h. Catalogue, literature and schematic diagrams (wherever applicable) of all the items being offered.
   i. The rate quoted per unit shall be the landed cost at destination, inclusive of packing, forwarding, the Taxes/ duties, Freight, Insurance, Installation Commissioning etc and warranty, showing the break-up of cost.
   j. The landed price per unit including warranty shall be the criteria for determining the L1 rate.

3) **TENDER EVALUATION**

Tenders will be evaluated with reference to various criteria and one of such criteria is that the rate per unit (landed price including warranty) for determining the L1 rate (Lowest rate). Conditional discounts shall not be taken into account for price comparison. However same shall be considered in case of placing order if the bidder happens to be L1.
4) **VALIDITY OF BIDS**

Bids shall remain valid for acceptance for a period of 180 days after opening of the Technical bid. Bids with shorter validity shall be rejected. Purchaser may solicit bidders' consent to an extension of bid Validity period. A bidder may refuse extension request without forfeiting the bid Security.

5) **VALIDITY OF TENDER**

The validity of tender of the successful bidder shall be at least 1 year from the date of finalization of the order and the successful bidder(s) are bound to supply the items at agreed rates during this period. This validity period may be further extended with mutual consent.

6) **REASONABILITY OF RATES/ FIRM PRICE**

a) The bidder shall certify that the rates quoted are the lowest ones for any institution in the country. If the bidder is stockiest distributor dealer, he shall confirm that the price quoted are based on manufacturer’s list price with appropriate discount & shall enclose manufacturer’s price list or priced quotation in support of his claim.

b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.

c) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the contract period.

d) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after opening of the bid.

7) **AGREEMENT**

The successful tenderer shall execute an agreement on non-judicial stamp paper of value of Rs. 20/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

8) **TENTATIVE QUANTITY**

The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order or the destination.

9) **DELIVERY CONDITION**

The supply of items shall be completed within 30 days from the receipt of the Purchase Order at Biotechnology Department, MU.
10) **PAYMENT TERMS**

No advance payment shall be made. 100% payment for the supplied items shall be made after receipt of the fully functional items and completion of all codal formalities subject to submission of Bank Guarantee for Performance Security, relevant documents, test certificates, warranty certificates etc.

11) **PENALTY FOR DELAY IN DELIVERY**

In case there is delay in delivery beyond the stipulated period as mentioned in delivery clause, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.

Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years.
Pl list out the items to be procured in Annexure A

Consumables to be purchased for the project entitled “Conservation genetics and *in vitro* clonal multiplication of some rare and endangered medicinal plants of Manipur”.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DNA Polymerase, 5u/ul, 500 U</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Pipette Tips, 10μl, 1000tips/ pack</td>
<td>38</td>
</tr>
<tr>
<td>3</td>
<td>PCR Tube, domed cap, 1000tips/ pack</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Sucrose, 500G</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Agar, 500g</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>DMSO, 100ml</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Ethanol, 500ml</td>
<td>50</td>
</tr>
<tr>
<td>8</td>
<td>Methanol, 2500 ml</td>
<td>2</td>
</tr>
</tbody>
</table>
UNDEARTAKING

To

Tender enquiry No.______________
For supply of     _________________

Sir,

1. I,  Shri  _________________________________,  on  behalf  of  M/s  _________________________________ having registered office at  ____________________________, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.

2. I/We undersigned hereby bind myself/ourselves to the Office of  _________________________________ to supply …….…………………………………….. The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of  _________________________________ (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. We undertake and confirm that

4. WARRANTY: The item, supplied shall be covered under warranty for a period of ___years (as applicable) from the date of receipt and any maintenance or repair arising during this period including replacement of parts if any, shall be carried out by us at our own cost without any cost liability on the purchaser.

5. Authorization from Manufacturer: We shall furnish authorization from the manufacturer undertaking to the Purchaser in appropriate format assuring full guarantee/ warranty obligations valid for a period of ___years (as applicable) from the date of receipt of the supplied item.

5. We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE

NAME & DESIGNATION

DATE

NAME & ADDRESS OF
THE FIRM

SEAL
UNDERTAKING ON FRAUD AND CORRUPTION

We M/s ...................................................... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of ........................................... under tender reference no. ................. Dt ................. We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/Partner/Director
Designation:
Seal: