TENDER FORM

For the purchase of

Scientific Equipment / Instruments

Department of Pharmaceutical Sciences,
Saurashtra University
Rajkot-360005
To,  
Registrar,  
Saurashtra University,  
Rajkot-360005

Dear Sir

1. In response to the Tender Notice published in the daily newspaper _______________. dated__________, I/We submit herewith the tender form for supply of Scientific Equipments/Instruments. I/We have download the tender application form and here with I/We attach tender form fees Rs 500/- in form of DD no___________________ of Bank_____________________________dated________________.

2. I/We have thoroughly examined and understood the terms and conditions of the tender contained in form and I/We agree to abide by them in full.

3. I/We offer to undertake the supply of scientific equipments/ Instruments and quoted the rates inclusive of all taxes, freight, etc. F.O.R. Department of Pharmaceutical sciences, Saurashtra University, Rajkot-360 005, Gujarat, INDIA as given in Form. It is agreed that no additional charges other than those mentioned in word be payable to me/us. The instruments/equipments

4. I/We accept that the rates offered shall remain valid for a period of 120 days from the date of execution of agreement. I/We further agree that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.

5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.

6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Registrar of the University. The decision of the Registrar will be final and shall be binding on me/us.

7. As required by the terms and conditions of tender an amount of Rs. _____________ (3% of quoted price for instrument/Equipment, not less than Rs. 5000/-), paid by me/us as Earnest Money Deposit (E.M.D.) through Fixed Deposit or Demand Draft of Rs._______________ bearing No.___________________ & Bank Name _______________ dated ______________ in the joint names of Party/ Supplier and Registrar, Saurashtra University, Rajkot-360 005. I/We aware that the submitted Earnest Money Deposit will not be returned till completion of warranty period of minimum two years if instrument/ equipment selected for purchase. The warranty period for the instrument/equipment will start from the date of complete and satisfactory installation of the instrument/equipment.
8. I/We agree to undertake to supply the instrument/equipment at Department of Pharmaceutical sciences as mentioned in final supply order and as per the specifications of the final orders within stipulated time specified in the order from the date of firm order.

9. As per the terms and conditions, I/We am/are submitting our offer in envelope, includes rates quoted by me/us as per the terms & conditions.

10. I/We hereby declare that the entries made in this Tender Form, are binding for me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri.___________________________________________ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be given to the Registrar, Saurashtra University, Rajkot – 360 005.

11. I/We hereby take the responsibility of commissioning with free demo and training and maintaining the equipments at their location at free of cost during the warranty period. I/We hereby take the responsibility to provide after sales services as per the terms and conditions mutually agreeable to both the parties till the instrument/equipment is in use.
The following documents duly filled in and signed are enclosed along with terms and conditions are retained by me/us for my/our information and record.

Name, Signature and Seal of Attorney 

Name, Signature and Seal of Supplier 

Place: ____________  
Date: ____________  

Capacity in which signing: ___________________________________________  
Name and Address of the firm/supplier: _________________________________  
Registration No. of Supplier: _________________________________________  
List of Documents:  
i.  
ii.  
iii.  
iv.  
v.  
vi.  
Earnest Money Deposit (E.M.D.) through Fixed Deposit (FD) of Rs.___________ (3% of quoted price for instrument/Equipment, not less than Rs. 5000/-) bearing No. & Bank Name ____________________________ dated _______________
1. Sealed Tenders are invited from Manufacturers/ Authorized Reseller/ Authorized Dealers of Manufactures/or Authorized Suppliers for supply of scientific equipments/lab equipments as per the specifications mentioned in Tender form. Complete tender form duly filled along with all details with non-refundable tender form fee DD of Rs. 500/- for each instrument in favour of ‘Registrar, Saurashtra University, Rajkot’, and EMD (DD or FD only) as per terms and condition. The sealed cover duly superscripted with the name of instrument must reach on/before 24/11/2014 through Reg. A.D./Speed Post/courier only to Head, Dept. Pharma. Sci., Saurashtra University, Rajkot-360 005.

2. Tender offers must be sent as two different sealed covers, one for financial bid and other for technical bid for each equipment/instrument.

3. Tender fee and E.M.D. must be submitted in a separate covers and not with the financial or commercial bids.

4. The intending supplier shall also have to mention the name of manufacturer/ make, model of the article and has to enclose the pamphlets/ pictures of the equipments offered, for which the rates are quoted. In the absence of the above details of items offered may not be considered. The preference will be given to the party decided by the university authority without mentioning any reason. The decision of the university authority will be considered as final.

5. University will accept the tender for items mentioned Tender form from only (a)Manufacturers, (b)Authorized Reseller or dealer of overseas manufactures, (c)Authorized Dealers of manufactures and (d) any other Authorized Agency which is having adequate experience in supply and maintenance of equipments. Such agencies must enclose adequate documents to prove their claims. University authority reserves the rights to accept or reject tenders of these agencies. The decision of the University authority regarding this will be final and shall be binding to the party.

6. All the tenders must be delivered in two sealed covers (one for technical and another for financial bid), super-scribing the equipments name and tender number by Registered AD/Speed Post/Courier only.

The tenderer should provide the following documents with superscription

➢ **TENDER FOR SUPPLY OF SCIENTIFIC EQUIPMENTS/ LAB EQUIPMENTS**:  
  a) Certificate of Authorized Manufacturers/ Authorized Reseller/ Dealer of overseas companies/ Authorized Dealers of manufactures/ Authorized Service Centers.
  b) Clients list of Company/ Dealer and total experience in this field.
  c) Sale Tax Registration No.
  d) Undertaking by tenderer

7. Tenderer should furnish complete details of the latest technology available with full documentation & descriptive literature and point out any special features of their system. Please note that changing of model after opening of tender will be liable to
rejection of the offer.

8. Tenderer shall furnish details of the Back-up engineering and system support that will be made available to Saurashtra University by the Manufacturers/Authorized Reseller/Authorized Dealers of Manufactures/or Authorized Suppliers.

9. The Registrar, Saurashtra University, Rajkot-360 005 reserves the right to revise or alter the specifications of the equipment before the acceptance of tender and may ask for any document related with purchase at any point of time before issue of order.

10. The equipment must be capable of withstanding power failures and equipment should not be damaged due to trip outs. The normal voltage and frequency conditions available at the site are as follows: Normal voltage 230 + 10, 3 Phase 4 wire system unless stated otherwise Frequency 50 ±5%.

11. Electrical/Electronic circuits are to be invariably made available at the time of supply along with service manuals.

12. Spare parts: Tenderer should include in their tender, provisions for adequate consumable tools and sufficient stock of maintenance spares as are essential for proper operation and maintenance of the equipment and full particulars of the spare parts should be provided separately. Estimated requirements of spares consumption per annum should be indicated. The successful Tenderer shall warranty that spare parts for the system would be available for a minimum period of 10 years after acceptance of the system/equipment. And thereafter before going out the production of the spare parts they will give a notice prior to such discontinuation.

13. The tenderer shall be responsible for installation of the equipment at destination site and for making it fully operational. The DQ, IQ, PQ, OQ will be provided, where mandatory the equipment must be complying with the CFR-21 (relevant parts) & other regulatory requirements. The tenderer must provide complete details regarding space and all infrastructure needed for installation of the equipment which Saurashtra University should arrange before its arrival.

14. The tenderer shall be fully responsible for the manufacturers warranty in respect of proper design, quality and workmanship of the equipment, accessories etc. covered by the tender for a period of 24 months from the date of complete and satisfactory installation of the system or other conditions decided mutually.

15. Tenderer shall make provision for imparting training to our technical team, faculty on operation and use of equipment, its accessories and software for the intended applications and troubleshooting repair and maintenance. Cost of such training (if any) and the details regarding the course covered and its duration should be specified. Specify component of free training, duration, location & number of years training available for academics.

16. The supplier should issue a certificate that the equipment is of latest technology and will be upgraded as and when required by Saurashtra University and the equipment will be promptly and properly serviced by them whenever desired by Saurashtra University.
17. All our imports will be under OGL and are exempted from payment of custom duty. However, current rules will be applicable as the case maybe. Any duty or surcharge levied must be mentioned in offer.

18. The Prices quoted must be firm and on CIF, Saurashtra University, Rajkot preferably. Different components of the price for insurance, freight installation and commissioning at destination site should be shown separately. Discount offered, if any, should be indicated prominently.

19. Prices should be shown separately for each item foreign exchange component, rupee element, basic unit, its accessories, computer, software, no. of units of consumables given, critical spares, components, etc.

20. Prices: submit your latest price catalogue.

21. The offer should be valid for a period of minimum 120 days from the specified date of opening. Delivery schedule may be indicated clearly in the tender.

22. The tenderer shall have to deposit Earnest Money Deposit (E.M.D.) through Fixed Deposit (FD) or DD of Rs._____________ (3% of quoted price for instrument/Equipment, not less than Rs. 5000/-) bearing No. & Bank Name ____________________________ dated _________ in the joint names of Party/ Supplier and Registrar, Saurashtra University, Rajkot-360005.

23. Wherever specifications are not given, the tenderer will quote for optional own specification & configurations flexibility.

24. Tender received without EMD shall be summarily rejected.

25. EMD of unsuccessful tenderer shall be released at the earliest possible after the award of contract/order on submission of plain application with Money Receipt in original.

26. Printed terms and conditions or the tenders will not be considered as forming part of their tenders. In case terms and conditions of the contract applicable to this tender are not acceptable to any tenderer, he should clearly specify deviation in his tender.

27. All the tender documents must be duly stamped & signed by the Principals. If the Indian Agent/ Representative submits tender, then he will have to produce a certificate of such authority for making quotation on manufacturer's behalf.

28. Indian representatives of foreign suppliers shall have to submit their authorization certificate from the principals.

29. If the ordered Equipments are not provided within stipulated time limits, deduction @ 1% of the total cost order value per week for extra time taken will be done from the bill. However, Registrar, Saurashtra university, Rajkot-360 005 may condone/ relax this penalty and may grant extension up to the time limit as deem fit by him, provided the tenderer applies and satisfies about genuineness of the reasons for delay in supply of instruments/equipments.

30. On acceptance of the rates as per the approved tender and after completing official
necessary formalities, the tenderer will be informed about the acceptance of his tender. The supply order will be placed by respective officers of Saurashtra University, Rajkot.

31. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him and he shall not be able to withdraw or amend the offer.

32. The Registrar, Saurashtra university, Rajkot-360 005 also reserves the right to obtain the instruments/equipments by negotiations from one or more of the tenderer, if in case the rates, quality, make, specifications or other terms and conditions etc. of tenderer are not found suitable, to Saurashtra University.

33. The undersigned also reserves the right to accept or reject the supplies in full or in part which do not strictly stick up to the specifications or to accept the material/articles supplied with slight variations in specifications or with a condition that the rates accepted shall be reduced at such rates as the competent authority of the University may deem fit, looking to the variations and that such rates shall be binding on the tenderer.

34. University reserves the right to accept or reject - higher version of equipment/instrument etc. or any other items under the same terms and conditions and same price quoted by tenderer in tender form

35. Bidders are required to submit terms, conditions and charges (special discounted academic price) quoted for Annual Maintenance Contract (with & without spares parts) for next five years after guarantee/warranty period is over or on call basis. Extension of warranty period after 2 years will also equally taken in to a consideration as other instrumental criteria like specification, price, model Etc.

36. While preparing the tender the following may please be mentioned clearly. Tender No., Description of items, price (whether inclusive/exclusive of taxes and duties), etc.

37. All the tenders should be addressed to The Registrar, C/o Head, Department of Pharmaceutical Sciences, Saurashtra University, Rajkot-360 005 Gujarat, India.

38. Late, delayed, incomplete, conditional tenders and amendments & additions to tender after opening will not be accepted.

39. The University may arrange for a Technical Discussion meeting of the bidders preferably with the experts and/or of Advisory Committee Members of Department of Pharmaceutical Sciences, Where specifications offered by suppliers will be analyzed and clarifications, if any, sought. The exact date and time will be communicated to the bidders well in advance by Saurashtra University.

40. Orders for equipment will be dispatched to the successful party in two copies and the party has to return one copy duly stamped and signed as a token of the acceptance of the order. In case the order confirmation is not received within time period of three weeks, it shall be presumed that the vendor has not accepted the order and will be liable to be cancelled.
The credit bill should be presented in triplicate in the name of respective authority as quoted in final supply order is made. For any delay in payment, interest or any other kind of compensation, etc. the University will not make extra payment.

80% advance payment of invoiced amount will be made through bank transfer in case of instruments/equipments purchased by foreign import. Remaining 20% of the invoiced amount will be paid after complete and successful installation of instruments/equipments.

The payment process for the instruments/equipments purchased domestically will be made only after complete and successful installation and demonstration of the instruments/equipments.

This contract will be governed as per terms and conditions mentioned above. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the tenderer, shall constitute breach of contract and the security deposit or any other deposit of the tenderer shall be forfeited by the University besides other actions of reduction in bills of supplies and/or other legal actions and finally the decision of the University shall be binding on the tenderer

Registrar,
Saurashtra University,
Rajkot-360005
## 1. Bio-safety Cabinet Class II

- Make: Imported
- Comfortable ergonomic design.
- Size not less than 4 feet.
- Usable work area not less than 6 sq.ft.
- Filter typical efficiency not less than 99.999% at 0.1 to 0.3 micron.
- Work zone made up of stainless steel.
- Side walls should be with UV absorbing tempered colorless and transparent glass.
- Internal surfaces should be with antimicrobial coating.
- Interior work area formed from a single piece of stainless steel with large radius corners to simplify cleaning.
- Nominal power consumption (W): 160
- Power supply: 230V/50-60Hz
- Average airflow velocity: Inflow: 0.45 m/s (90 fpm); Downflow: 0.30 m/s (60 fpm)
- Airflow volume: Inflow: 346 cmh (204 cfm); Downflow: 738 cmh (434 cfm); Exhaust: 346 cmh (204 cfm)
- Electrical Socket: Internal socket in the chamber

**OR**

Any party with the specifications equivalent or higher than above mentioned for Bio-safety Cabinet Class II can also be considered

**Common for all the parties:**
All necessary accessories must be included with IQ/OQ/PQ documents

## 2. ELISA plate reader

- Make: Imported
- Detection method-Absorbance
- Read method-End point
- Microplate types- 6 to 96-wells
- Software- Software for Computer interface should be supplied with the instrument
- Onboard software - Should be able to store at least 55 user-programmable protocols, 8 Microplate test results and 25 standard Curves. Should allow Auto / manual layout for Blanks, Controls, Standards and Samples Endpoint analysis for POS/NEG results and curve-fitting options including linear, quadratic and 4-P. Ability to define cut-off formulas, validation formulas and transformation formulas.
- Absorbance
- Light source - Tungsten Halogen
- Wave length - 400 to 750 nm
- Bandpass- 10 nm
- Dynamic range- 0 - 3.0 OD
- Resolution- 0.001 OD
- Filter wheel capacity - 5 positions
- Filters supplied - 5 filters should be supplied – 405, 450, 520, 570 & 630 nm
- OD accuracy- <1% at 2.0 OD typical
- OD linearity- <1% at 2.0 OD typical
  <3% at 3.0 OD typical
- OD repeatability- <0.5% at 2.0 OD typical
- Reading speed – 96 well at 30 sec single wavelength
- Power - 100-240 VAC 50/60 Hz
- Certification - Microplate instrumentation should be CE and NRTL Safety Agency marked.

**OR**

Any party with the specifications equivalent or higher than above mentioned for ELISA plate reader can also be considered

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**Common for All Parties**

A good quality Electrical stabilizer, Operating system: Windows 8 64 bit (Licensed); Processor: Intel® Pentium® dual core 2030; Memory: 2 GB 1600 MHz DDR3; Internal drive: 500 GB; Optical drive: DVD burner; Display screen: 18.5" LED; Warranty: 3 years or Higher Specifications and versions, along with UPS

All necessary accessories apart from mentioned must be included with IQ/OQ/PQ documents
UNDERTAKING

Undertaking to be given by the tenderer for supply of Scientific Equipments / Instrument Whereas, The Registrar, Saurashtra University, Rajkot-360 005, has called for tenders for supplies as per the tender form

I/We hereby offer our tender at the rates given in the tender form duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Signature of the Supplier: __________________________
Name of the Supplier: __________________________
Capacity in which signing: ________________________
Full address of the Supplier: ______________________

____________________________________
____________________________________

Place: W i t h seal/stamp: 
Date: