



NATIONAL INSTITUTE OF NUTRITION
INDIAN COUNCIL OF MEDICAL RESEARCH
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INFORMATION AND GUIDELINES FOR BIDDERS

1. Fill in the specification sheets supplied with Tender Form for each item giving availability, or otherwise of "Features" and Specifications" for the model quoted against the corresponding "Features" and "Specifications" given in the Tender form and enclose it with the Technical Bid and Commercial Bid under signature of the Bidder or Bidder's authorized signatory.
2. Separate quotations must be submitted for each item specified in the tender notice. Taxes, duties, packing & forwarding charges, transport & insurance charges may be separately indicated where applicable.
3. The make model no. detailed specifications, illustrative, pamphlets must accompany the quotations without which the quotations are liable to be rejected.
4. Discount offered if any may be indicated as a percentage of the order value and not as a lump sum amount. Bidder must indicate the discount offered in bold letters in the quotation preferably immediately below the FOB value of the equipment offered, and not in the covering letter. Discount offered should be highlighted. Both FOB & CIF value must be indicated clearly in the offer.
5. The specifications and features given in the tender document are only approximate. Where a particular make has been indicated, it is done so to indicate the approx. specifications, quality of material & Performance required. Equivalent model of the other makes with similar specifications can be quoted.
6. Equipment offered should form a complete system. Plea that an item essentially required to form a complete system but not quoted since not specifically asked for in the Tender will not be accepted. An incomplete offer is liable to be rejected on that ground.
7. Reputed manufacturers of equipment (specified in the tender notice) or their authorized agents with well-established sales and services facilities only need to respond to the tender notice.
8. In case the bidder is an authorized agent, documentary proof to this effect may be enclosed with the quotation.
9. Bidders detailed company profile, information on after sales & service facilities along with address and telephone no. of sales office and service center catering to Hyderabad may be given along with the quotation. Details of product & applications support available may also be indicated.
10. The bidders must indicate whether, they are willing to supply complete circuit diagrams, wiring diagrams, component layout diagrams, service manuals and component identification catalogue along with the equipment free of charge in case an order is placed with him.

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11. The tender should contain full technical specifications supported by necessary catalogues.
12. An earnest money deposit of 3% of the estimated value of the quote (tender) should be submitted along with the quotation (in Price bid) through a demand draft drawn in favour of the Director, National Institute of Nutrition, Hyderabad.
13. Earnest money will be liable to be forfeited if the tenderer withdraws, amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
14. The Earnest money of the successful tenderer shall be refunded after the security deposit as required vide rule 273 of the General Financial Rule, 1963, is furnished. The earnest money can be adjusted against the security deposit required to be furnished by the successful bidder.
15. If the successful bidder fails to furnish the security deposit as required vide rule 273 of the General Financial Rules, 1963 then the earnest money shall be forfeited by the date of opening tender.
16. The bidder must furnish a list of customers to whom the equipment quoted has been supplied preferably in South India. Name and contact telephone no. of the customer may be furnished.
17. Quotations must be furnished in a sealed envelope separately for each item quoted under the tender. The name of the item quoted and tender notice particulars should be clearly indicated on the top of the envelope.
18. Bidders are requested to carefully go through the specifications given in the tender and quote only when they are sure that they have the product specified to offer. In case of any doubts the bidders can contact the Head of the Instrumentation Division at NIN on any working day with prior appointment.
19. Warranty details and terms and conditions of warranty must be given. If any component of the equipment quoted is not covered by the warranty, the same must be specified.
20. Bidder must indicate the year in which the model quoted by him was introduced in the market. Bidder must indicate whether he is willing to give an undertaking that all spare parts for the equipment quoted will be supplied as and when ordered, at least for a period of 10 years from the date of supply. Inability to supply the spares due of obsolescence of the equipment will not be pleaded.
21. Wherever possible price breakup of components/modules forming a system must be given.
22. Bidders must indicate whether he can arrange for comprehensive service training to staff of the Instrumentation Department on the model offered at their expenses.
23. Technical bid and price bid should be submitted separately under wax sealed covers, and both the envelopes put together in another cover which should also be wax sealed. This is to ensure that if the technical bid qualifies with the laid down specifications and configurations, only then price bid will be opened. Otherwise, the price bid will automatically get rejected along with the technical bid not fulfilling the specifications/configurations. The envelopes should super-scribed as “**Technical bid** for _____ (name of the equipment)”, “Quotation for **Price Bid** for _____ (name of the equipment)” both envelopes together in third envelope super-scribing “Quotation for name of the equipment & tender document Name & No. _____” respectively.

TENDER DOCUMENT FEE SHOULD BE SUBMITTED IN A SEPARATE COVERALONG WITH THE TECHNICAL BID.

24. The technical bid must have the following enclosures: -
 - a) True copy of the commercial bid and a copy of EMD but with the prices omitted. All items quoted must be clearly indicated. Prices must not be indicated.
 - b) Detailed literature, illustrative pamphlets, company profile, customers list & questionnaire duly filled.
25. **The original D. D. of the EMD should be kept in a separate cover along with the commercial bid.**
26. Latest income tax and sales tax clearance certificate must accompany the technical bid.
27. Authorized dealers should submit a copy of valid dealership certificate along with quotation.
28. The tender rates shall be valid for **120 days** from the date opening tender.
29. Last date for the receipt of the sealed quotations up to **5.00 p.m. on 13-02-2017**
30. Late/delayed offers will not be accepted.
31. Conditional and telegraphic tenders shall not be accepted.
32. In the event of any date indicated above is a declared holiday the next working day shall become operative for the respective purpose mentioned therein.
33. **The technical bids will be opened on 15-02-2017 at 10-00 A.M.** onwards in the presence of the Bidders or their authorized representative in the office of the Director, National Institute of Nutrition. It is the responsibility of the bidders to present themselves at the time of opening of the technical bids. **The date of Price bid opening will be intimated to the QUALIFIED BIDDERS ONLY at a later date.**
34. **The bidder has to mandatorily provide 3 years comprehensive warranty and 2 years non comprehensive warranty free of cost.**
35. **Bidders have to enclose the Questionnaire duly filled and signed along with the Technical Bid. Offers without the filled in Questionnaire/unsigned questionnaire will be summarily rejected.**
36. The Director of the Institute reserves the right to accept or reject any offers in part or whole without assigning any reason/s whatsoever.

Sd/-
Admn. Officer (Stores)
For Director