



## INVITATION TO TENDER

No: PUR/IICT/ANK/285/18-19

Date: 12/07/2018

To,  
M/s. Knauer Wissenschaftliche Gerate GmbH  
Heaer Weg 38, 14163 Berlin 7  
(Zehlendorrf) Gemany.

**Sub: - e- Tender for supply of “P 2.1S Pump P2.1S with 10 ml pump head (stainless steel), without pressure sensor” reg.**

**Ref:- Our Enquiry No. PUR/IICT/ANK/285/18-19 dated: 12/07/2018**

**Critical Dates: As per CPPP system generated Tender details sheet.**

Dear Sirs,

We are interested in procuring the following material(s) as per the given specifications. Kindly submit your Bid at Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>).

Sl. No.	Brief description of the material(s)	Qty.
1.	<b>P 2.1S Pump P2.1S with 10 ml pump head (stainless steel), without pressure sensor</b>	<b>01 No.</b>

## TERMS AND CONDITIONS

1. 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.
2. The acceptance of the quotation will rest with the competent authority of IICT, Hyderabad who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reasons.
3. Your offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.
4. **We will not be able to make any advance payment without Bank Guarantee that to limited to 30% of the Total Value.**
5. Unsolicited/conditional/Unsigned tenders shall not be considered.
6. **Where ever the quoted price is more than Rupees One lakh (₹1,00,000/-) unconditional performance guarantee for 10% of the purchase order value valid till 60 days beyond end of warranty period shall be insisted.**
7. For Goods Offered In Indian Rupees: Kindly send your offer indicating the basic cost, taxes, packing, forwarding, freight, transportation, insurance, installation & commissioning charges etc., separately to ascertain the F.O.R destination prices. Where there is no mention of these charges, the offer would be rejected as incomplete unless the prices quoted are on F.O.R destination prices.
8. For Goods Offered From Abroad: Kindly send your offer on FOB/FCA basis only indicating the freight, insurance, installation & commissioning charges and port of shipment to facilitate proper comparison. Kindly also indicate the approximate gross weight and dimension of the consignment. Where there is no mention of these charges, the offer would be rejected as incomplete unless the prices quoted are on F.O.R destination prices.

NOTE: Kindly note the followings and submit your bid accordingly.



1. In case the items being quoted are perishable in nature, please quote only on FOB Gate Way International Airport / Ex-Works basis, since IICT intends to utilize the services of the nominated Freight Forwarder of M/s. Prakash Freight Movers Limited in India so that on hearing from you the readiness of the Cargo, M/s. Prakash Freight Movers Limited would be advised for doing the needful through their nominated freight forwarder operating in your region.
2. In case, the quote is of low volume or low weight, please quote on Ex-Works basis only, so that we could engage the services of FEDEX / DHL for shipment. As soon as the shipment is ready, you need to provide us the contact details with full address, email, telephone and fax numbers along with the shipment details so that pick up could be arranged immediately and coordinated.

The above requests are purely intended to ensure smooth transportation of the consignment without any delay within the shelf life period of transit and expeditious clearance of the consignment on arrival at RGIA, Shamshabad, Hyderabad, India.

9. Complete specification with manufacture's name and address should be given while quoting. literature/Pamphlets should also be enclosed wherever applicable.
10. **Prices are required to be quoted clearly mentioning of Incoterms, as indicating Ex-Works and CIP Hyderabad.**
11. **The period of warranty shall be atleast of 12 months standard warranty, from the date of installation & commissioning.**
12. No price negotiation will be entertained in normal course of action.
13. Please furnish a list of Indian Purchasers with their satisfactory performance certificates, if any.
14. Either the Indian Agent on behalf of the Foreign principal or the Foreign principal can bid directly in a tender but not both. However the offer of the Indian Agent should also accompany the authorization letter from their principal. To maintain sanctity of tendering system, one Indian Agent can not represent two different Foreign principals in one tender.

**The bidder shall furnish documentary evidence to demonstrate that the bidder satisfies the following bidders' eligibility criteria and Pre- Qualification Requirement.**

- 13.1 The Bidder should be a manufacturer or a dealer/agent/representative specifically authorized by the manufacturer to quote on their behalf for this tender as per manufacturer authorization form and Indian agents of foreign principals, if any who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the "Technical Specification". The MAF must be enclosed with the technical bid. Such equipments must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Bid Opening.
- 14.2 Details of service support facilities that would be provided after the warranty period should be submitted in the **Service Support Details Form**. The bidder must have one support service facility at Hyderabad and should be in a position to attend to the system within 24 hours of lodging a call for service.
  - 14.2.1 In the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier's maintenance, repairs and spare parts, stocking obligations prescribed by the conditions of the contract/purchase order.
  - 14.2.2 The Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period and provide necessary maintenance services after end of warranty period if required.



- 14.2.3 Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.
- 14.2.4 Bidder should submit valid documentary proof of GSTN and the details of income tax registration (PAN).
- 14.2.5 The bidders who have been temporarily suspended or removed from the list of registered suppliers by the purchaser or banned from Ministry/country wide procurement shall be ineligible for participation in the bidding process.
- 14.2.6 The Bidder should not have been referred to BIFR (Board for Industrial & Financial Reconstruction) or declared bankrupt by any statutory body.
- 14.2.7 **Enlistment of Indian Agents: Where ever foreign purchases involved:-**
1. Need of a certified copy of the agency agreement between the principal and the agent.
  2. Foreign bidders to disclose the name and address of agent and representative in India and Indian bidder to disclose their foreign principal or associates.
- 14.2.8 Bids from Joint Ventures, Consortium or Associations so long as they are formed and registered prior to the bid submission date
- 14.2.9 The vendor must fulfill the above pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the Eligibility- Criteria and Pre Qualification requirements given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
15. Please indicate if you have any agents in India, their Address, the details of service rendered by them & the percentage of commission payable to them. Agency commission payable to the Indian Agent should be clearly indicated. The Agency commission would be payable only in Indian Rupees. The Indian agent should be registered with DGS &D for the items appearing in the restricted list of the current EXIM policy of the Government of India.
16. **This lab./Instt. Is registered with Dept. of Scientific & Industrial Research, Govt. of India and thus is exempted from excise duty vide notification no. 10/97 dated 01.03.1997 and concessional customs duty is leviable vide notification no. 51/96 dt. 23.07.1996.**
17. **GST and other taxes, if any which will be payable on the goods if the contract is awarded as per the Notification No 45/2017-Central Tax(rate) dated 14/11/2017 and Notification No 47/2017-Integrated Tax (Rate) dated 14/11/2017 issued by Government of India, Ministry of Finance( Department of Revenue) .**
18. The mode of dispatch of the items must be mentioned clearly in the technical Bid
19. **Payment Terms as well as Incoterms must be mentioned clearly in the technical Bid.**
20. The offered delivery period shall have to be strictly adhered to incase an order is placed.
21. LD Clause: The applicable rate is 0.5% per week subject to a maximum of 10% of the contract price/ undelivered item.
22. Payment will be made to the suppliers by Account Payee cheque drawn on the State Bank of Hyderabad, IICT Branch, Habsiguda, Hyderabad – 500 607, or through RTGS, please inform your Bank details for RTGS Payment.
23. Bank Guarantees for EMD/PBG/Advance Payment etc., wherever applicable, shall be submitted from any nationalized/scheduled bank. In case of issue of such guarantees by a foreign bank, then the same should be confirmed by any Nationalized or scheduled bank located in India. The formats of bank guarantee required if any, may be obtained
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on request. The banks issuing the guarantees must be requested by the bidder to immediately send a unstamped duplicate copy of the guarantee by registered post (A.D) directly to the purchaser with a covering letter, to facilitate its verification.

24. All disputes arising out of this shall be settled as per UNCITRAL laws. The venue of arbitration should be in accordance with UNCITRAL or arbitration rules of India, whereby it may be in India or in any neutral country.
25. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
26. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.

Yours faithfully,

**Stores and Purchase Officer**

**Copy to:**

M/s.Chemito Technologies Pvt. Ltd.,  
Khetan Bhawan,  
198 Jamshedi Tata Road,  
Churchgate,  
Mumbai - 400020.  
Email: info@chemito.net; vpillai@chemito.net

**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.

More information useful for submitting online bids on the CPPP Portal may be obtained at:  
<https://etender.gov.in/eprocure/app>

**REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPPP 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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
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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 / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1) There are various search options built in the CPPP 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 CPPP 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 CPPP Portal to intimate the bidders through SMS / e-mail 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 / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

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" or "Other Important Documents" 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.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can 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) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD/Bid Security as per the instructions specified in the tender document and attach a scanned copy of the same in the technical bid of the tender document. The original instrument should be

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**posted/couriered/handed over to the tender issuing authority. In case the original instrument is not received before the date of opening of the bid, the uploaded bid shall be rejected.**

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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.

6) 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.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.

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

11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1) 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.

2) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocare/app>.

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