

# **SERI- BIOTECH RESEARCH LABORATORY**

CENTRAL SILK BOARD, MINISTRY OF TEXTILES, GOVERNMENT OF INDIA  
CSB CAMPUS, CARMELRAM POST, KODATHI BENGALURU-560035

Website: [www.sbri.res.in](http://www.sbri.res.in)

## **Tender Document**

### **TABLE TOP INCUBATOR**



No.CSB/SBRL/Equipment/2017-18

Date :

Sirs,

Sub: Inviting Tender For purchase of Table Top Incubator in **TWO BID SYSTEM** online by **e-PROCUREMENT** through **Central Public Procurement Portal (CPP)** –reg

### 1. INVITATION FOR TENDER OFFERS

The Seri-biotech Research Laboratory hereinafter referred to as SBRL, invites online tender offers (Technical Bid and Financial bid) from eligible reputed firms for the supply & installation of Table Top Incubator at SBRL, Carmel Ram- PO, Kodathi, Bangalore-560035. The details of tender process are below.

<b>Bid Collection and Submission Details</b>	
Tender Reference Number	No.CSB/SBRL/Equipment/2017-18/
Date of Publishing on CPPP portal	10.01.2018 at 17.00hrs
Document Download Start Date	11.01.2018 at 9.30 hrs
Seek Clarification Start Date	11.01.2018 at 9.30 hrs
Seek Clarification End Date	31.01.2018 at 12.00 hrs
Bid Submission Start Date	11.01.2018 at 9.30 hrs
Document Download End (Closing) Date	31.01.2018 at 15.00 hrs
Last Date & Time For uploading of online tender	31.01.2018 at 17.00 hrs
Date & Time for opening of Technical bids	02.02. 2018 at 15.00 hrs
Earnest Money Deposit	Rs. 5000/-
Address for Communication	Seri-Biotech Research Laboratory, Carmel ram PO, Kodathi Bangalore-560035
E-mail	sbrlban.csb@nic.in, sbrl@rediffmail.com

## 2. PROJECT SCOPE

Supply, Installation and maintenance of Table Top Incubator

Name of the Equipment	Quantity	Destination	EMD
Table Top Incubator (The required specification is indicated in the <b>Annexure – I</b> )	01 nos	SBRL, Bengaluru, Karnataka	Rs. 5000/-

### Installation requirements

Any statutory requirement for installation and working of all equipment shall be responsibility of the bidder.

Clearing charges after the purchase of the Table Top Incubator has to be incurred by the concerned firm only. However the necessary documents for clearance including the duty exemption certificate will be provided by SBRL

### 3. Maintenance and Support

- i. The vendors shall furnish the details of their local centres to support and shall deploy only trained service personnel to resolve the issues which may arise. Maximum time to repair (resolve & recover) are ported break down should be within **twenty four hours**. Time for this purpose shall be measured as interval between the time of reporting the problem and the time when the problem is fully solved making the faulty components/functions fully operational.
- ii. SBRL shall not be responsible for damage to the systems due to external circumstances such as earthquakes, floods, fires, riots etc.
- iii. Vendor and OEM support strategy should have a 24X7 support. Support from vendor (and OEM if applicable) should be onsite whenever a faulty part is to be replaced, the replacement should be a new part with the matching OEM part number to the replaced part under warranty period.

### 4. SPECIFICATIONS

The technical specifications are the minimum requirements of the purchaser are mentioned in **Annexure-I**. The Tenderer is at liberty to indicate higher specifications than the minimum level. The purchaser reserves the right to place order at the higher specifications offered by the Tenderer.

## **5. COST OF TENDER DOCUMENT**

Tender document may be downloaded from the website at free of cost.

## **6. NON TRANSFERABLE TENDER**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the SBRL.

## **9. OFFER VALIDITY PERIOD**

Tender should remain valid for 90 days

## **10. COMPLETENESS OF TENDER OFFER**

The Tenderer is expected to examine all instructions, forms, terms, conditions and specifications in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Tenderer if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms/Performa in the tender are not fully furnished.

## **11. TWO BID SYSTEMS TENDER**

1. The Technical as well as the financial offer should be submitted as two separate parts through online at **e-procurement** portal.
2. All pages in technical and commercial/Financial bid shall be numbered, stamped with the official company seal and duly signed by the authorized signatory.
3. The bidders should use the formats prescribed by the SBRL for submitting both technical and commercial/financial bids.
4. All the attachments should be in a sequence specified in the checklist form (Annexure- D) and flagged.

## **12. TECHNICAL OFFER**

- i. The Technical offer should include all items asked for in **Annexure-I**.
- ii. The technical bid should not contain any price information

- iii. The Technical bids should be complete in all respects with all the columns filled in including "Accepted /Deviations.
- iv. The Technical offers should be complete to indicate that all products and services asked for are quoted and should give all required information including technical brochure, manuals and technical specifications, datasheet of the quoted products in an organized and neat manner.
- v. Filling up of the Technical Detail Form using terms such as ok, acceptable, noted, as given in brochure/manual is not acceptable. The Purchaser may treat offers not adhering to these guidelines as unacceptable.
- vi. Any additional accessories, services for Hardware and Software which can be supplied should be included separately indicating their need/use. Those additional accessories, services which are essential for basic functional use of the equipment in the overall system should be marked as essential and others as optional.

### **13. EARNEST MONEY DEPOSIT (EMD)**

An Earnest Money Deposit (EMD) @ Rs 5000/- shall be submitted in the form of Demand Draft from a Nationalised bank payable at Bangalore to "The Director", Seri Biotech research laboratory, Kodathi, Bangalore 560035. **DD should reach this office before opening of technical bid on 02.02.2018 at 15.00hrs** However, firms producing copy of exemption certificate are exempted from submission of EMD. Bids without Earnest Money Deposit and in a form other than prescribed above will be summarily rejected. The EMD of the unsuccessful bidders will be returned to them without any interest after finalization of the tender.

### **14. The EMD will be refunded to:**

Successful bidder has to submit performance security in the form of Bank Guarantee for an amount equivalent to 5% of the annual contract value, within 15 days from the date of receipt of the supply order. It should remain valid beyond 60 days of the contract period. EMD will be returned without any interest after receipt of Performance Security from the firm. No interest on EMD would be paid by SBRL under any circumstances. EMD will be returned to unsuccessful bidders after finalization of the contract with the successful bidder.

### **COMMERCIAL/FINANCIAL OFFER**

1. Commercial/Financial Offer as per **Annexure II** shall be submitted.
2. It should give all relevant price information and should not contradict the Technical offer in any manner.

3. The prices quoted in the commercial/Financial bid should be without any conditions.
4. The price schedule must be filled in completely, without any error, erasures or alterations.
5. The commercial/Financial offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to any variations.
7. Tenderer should indicate separately the cost of additional accessories, services of essential and optional nature.

## **15. EVALUATION PROCESS**

The Tender Evaluation Committee (TEC) will evaluate and compare the bids determined to be substantially responsive. (A substantially responsive bid is one which conforms to all the requirements, terms, conditions and specifications of the tender without any material deviations. Deviations from or objections or reservations to critical provisions such as EMD.

## **16. BASIS OF SELECTION**

Scrutiny of the technical bids will be based on the performance and experience as above and list of recent major clients for whom similar supply have been executed. Financial bids of only those bidders will be opened whose Technical Bids are accepted. Final selection will be based on the lowest rates quoted **[Grand Total which includes the 3 (three) years AMC charges]** in the Financial Bid.

## **17. AWARD CRITERIA**

Contract will be awarded to the Tenderer whose commercial/Financial offer has been determined to be lowest evaluated offer **[Grand Total which includes the 3 (three) years AMC charges]** with the right of SBRL to negotiate still for a better price. However, SBRL reserves the right to take appropriate decisions in such case and shall not be binding on the SBRL to award the contract.

## **18. COMPLETION OF COMPLIANCE OF TENDER CONDITIONS AND STIPULATIONS AND PRICE COMPARISON**

1. The Purchaser will evaluate the commercial/Financial offers of Tenderers previously short-listed and determined to be substantially responsive.
2. After opening of the commercial/Financial offers of the short-listed Tenderers, if there is a discrepancy between words and figures, the amount indicated in words will prevail.

## **19. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

1. SBRL shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
2. SBRL reserves the right to make any changes in the terms and conditions of the tender.
3. SBRL will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

## **20. CORRUPT AND FRAUDULENT PRACTICES**

The Purchaser will reject a proposal for award if it determines that Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## **21. SIGNING OF CONTRACT AGREEMENT**

Within fifteen days of receipt to Purchase order, the successful Tenderer shall sign and date the contract and return it to the Purchaser.

## **22. TERMS AND CONDITIONS OF CONTRACT**

### **A. PAYMENT TERMS**

- i.** Signed and scanned copy of valid registration certificate (TIN/VAT/CST/GST).
- ii.** Scanned copy of PAN, Copy of Income tax Return (Last year) and annual turnover of the firm.
- iii.** EMD Amount in Demand draft from a Nationalised bank payable at Bangalore to “The Director”, Seri Biotech research laboratory, Kodathi, Bangalore 560035
- iv.** EMD exemption certificate , if EMD exemption claimed
- v.** Declaration that the firm/tenderer is not blacklisted by any department
- vi.** Declaration that the firm /tender is not blacklisted by any department of central/State government/PSUs or any public institution owned by Central Govt.
- vii.** Signed and sealed tender document (All Pages)
- viii.** If GST exemption is claimed, certificate in this regard should have to be furnished.
- ix.** The Performance Security equal to 10 % of ordered item in the form of Demand draft should be deposited within 10 days after receipt of the work order which will be released after completion of warranty period plus two months. EMD

amount submitted along with the tender will be released after receipt of performance security.

- x.** Bidders shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.
- xi.** Quotation should be valid for at least 180 days from the date of its opening.
- xii.** Custom duty exemption certificate (CDEC) will be issue only when the bid is in foreign currency in case of foreign made items only, and meant for this institute. Quoted rate should be F.O.R destination ie., SBRL, Bengaluru. However, item/equipment quoted in foreign currency must be quoted off FOB basis and showing price up to CIF. Exemption of GST in case of items imported should be clearly mentioned along with the rate offered, as per the Govt. rules
- xiii.** In case the bid is offered in Indian rupees on FOR value basis CDECV/DSIR certificate will not be given by this institute at all.
- xiv.** The equipment shall be delivered and commissioned within seven weeks from the date of issue of supply order as per quotation failing which a sum of equivalent 2.5 % of the goods. Value shall be deducted from the bill amount for each week of delay, subject to a maximum deduction of 10 % of the ordered value.
- xv.** As per rule 173(iv) of the GFR, the interested bidder can make question for the bidding conditions, bidding process and or rejection of its bid to the undersigned.
- xvi.** Full specifications of the article quoted for shall be given in the quotation along with literature/pamphlet/drawing etc. User list of the quoted document may also be additionally provided for reference.
- xvii.** If taxes, duties or any other charges, over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly indicated.
- xviii.** If the bid submitted by the authorized dealer on behalf of the manufacturer/OEM, valid authorization certificate must be attached with the bid.
- xix.** As per CVCs guidelines NO.12-02-6CTE-SPJ(1)-2/161730(circular No.3/1/12) dated 13/01/2012, in a tender, either the Indian agent on behalf of the principal/OEM or Principal, OEM itself can bid but both cannot bid on simultaneously for the same item in the s same tender. Further, if the agent



submits bid on behalf of the principal/OEM, in the same tender for the same item/product.

**xx.** The bid should be accompanied with EMD equal to 2% of the bid value.

**xxi.** Guarantee/Warranty period of equipment /spares and after sales service etc should also be indicated.

**xxii.** This office will not issue any "C" or "D" form

**xxiii.** Income tax chargeable or any service shall be deducted at source while settling the bill. A certificate to this effect shall be issued in the form-16A.

**xxiv. TIN/PAN/C.S.T/G.S.T. Nos. may be given on the quotation.**

**xxv.** Pertaining to the **Total Price will be made as per schedule for delivery at final destination** after satisfactory performance of the equipment as per specifications on installation as per terms and conditions. The cost pertaining to the maintenance (3 years ) will be done annually.

#### **24. WARRANTY AND ANNUAL MAINTENANCE CONTRACT (AMC)**

1. The Table Top Incubator with related equipment and communication links installed by the vendor shall have a comprehensive onsite warranty for the entire period of the Service Contract after the successful commissioning and acceptance.
2. The bidder shall ensure an uptime of 99.5% for the entire duration.

#### **25. APPLICABLE LAW AND JURISDICTION OF COURT**

The Contract with the selected bidders shall be governed in accordance with the Laws of India and will be subject to the exclusive jurisdiction of Courts at Bangalore(with the exclusion of all other Courts).

**26. ANNEXURES TO THE TENDERS:**

The tender comprises of following schedules /Annexure:

Annexure-I	Specifications For Technical Offer
Annexure-II	Financial Bid
Annexure-III	Self-Declaration
Annexure-IV	Checklist

Note: Any clarifications further regarding the tender process please contact  
Dr. K.M. Ponnuvel, Scientist -D, Mob No: +91 8903891130 & Dr. K. S. Tulsi Naik,  
Scientist- B Mob No: +91 9731822166

Yours faithfully,

DR.KALIDAS MANDAL  
DIRECTOR

### Specifications for Technical Offer

NAME AND SPECIFICATION OF THE ITEM
<p><b>Specification for Table Top Incubator</b></p> <ol style="list-style-type: none"> <li>1. Static Incubator with <b>chamber capacity 100-150lt</b></li> <li>2. Temperature Range Ambt.+5°C to 99°C @ Accuracy of ±0.1-0.2°C</li> <li><b>3. The instrument should be strictly TABLE TOP and the required sturdy table for instrument must be provided by the company itself</b></li> <li>4. Should have standard 3 shelves and must have provisions to accommodate 2 more shelves</li> <li>5. Outer chamber should be made up of Powder Coated Mild Steel and Inner chamber should be made up of polished Stainless Steel 304 Grade.</li> <li>6. The inner chamber should comprise a design with Fan, to distribute the air uniformly of the inner chamber.</li> <li>7. Inner chamber should have at least 3 No of perforated SS shelves railed on shelf holder which has to be mounted on Six individual holders for supports to ensure undisturbed air circulation.</li> <li>8. The space between inner and outer chamber should be insulated by means of thermo resistant fiber glass wool of 50 mm thickness which enables to maintain desired temperature inside the chamber irrespective of atmospheric condition.</li> <li>9. The unit should feature RCCB (Residual current circuit breaker) for user safety.</li> <li>10. The chamber should have viewing Double Glazed glass window with fluorescent light for easy visibility of samples without opening the door.</li> <li>11. External Dimension should be in the range of <ul style="list-style-type: none"> <li>Width 620-680mm</li> <li>Depth 650-850 mm</li> <li>Height 760-800mm</li> </ul> </li> <li>12. Weight of the equipment not exceeding 125 Kg to keep on the laboratory table.</li> <li>13. CFC free refrigeration system with low energy consumption.</li> <li>14. Unit should be of front open door with Toughened Double Glazed Glass window and light inside the chamber for visibility without opening the door.</li> <li>15. Unit should possess safety device like Audible &amp; Visible alarms for Temperature deviation, Thermostat cut-off for Temperature over shoot, Residual current circuit Breaker and more.</li> <li>16. Should have auto restart function after power interruption and retains the set parameters after power failure.</li> <li>17. Should have sensor to stop the movement when door is opened.</li> <li>18. Wheel options for easy movement of the instrument.</li> <li>19. Equipment must have Programmed acceleration and deceleration system for gentle start/stop cycle to prevent Spillages</li> </ol> <p><b>Other Key Specifications</b></p> <ol style="list-style-type: none"> <li>I. Strictly Standard Models should only be quoted and custom made products will not be</li> </ol>

considered.

- II. Manufacturer should be renowned ISO certified Company and the quoted Model should be CE Marked.
- III. A strong service back up is required. The performance of service & maintenance will be vouched from the end users of reputed institute.
- IV. With a record of minimum 5 Number of installations in 5 years in reputed Govt. of India organizations like Central Universities, IIT's, IISER's, CSIR, DRDO, ICAR institutions etc. Complete user list of the Model Quoted with contact details such as email & mobile numbers preferably with the name of the end user should be enclosed with quotation.
- V. Details of Related published document, web links and list of publications in support of your claims on the equipment supplied/manufactured by you must be enclosed and also Technical details of the model should be mentioned on company's website.

**Annexure -II**  
**Tender document for Table Top Incubator for SBRL, Kodathi,-560035**  
**for a warranty period of one year**

**FINANCIAL BID**

**Note:** Please submit the Financial Bid separately. **DO NOT** include the Financial Bid with Technical Bid.

Name and Address of the firm		
Contact person		
Contact Details		
Item Description		<b>Rate</b>
quantity		
Price for each unit	Ex Factory	
	Excise Duty If any	
	Packing and Forwarding	
	Transportation, Insurance and Other Local cost incidental to delivery	
	Total Unit Price	
	Total Price as per schedule for delivery at final destination(SBRL)	
	3 (three) years maintenance charges after expiry of warranty	
	<b>GRAND TOTAL</b>	

**SELF-DECLARATION**

I/we do hereby declare that I/we have read and understood the terms and conditions entailed in the tender notification, tender document, and agree to abide by them. I/we also declare that the rates quoted by me/us are inclusive of all costs, and are in accordance with the specifications, detailed in the document.

Place:

Date:

(Authorized Signatory)

Name and Address of the Firm/Bidder

<b>Annexure III</b>	
<b>SELF-DECLARATION</b>	
Ref.....	Date: -
To,	
<b>The Director,</b>	
Seri Biotech research Laboratory	
Carmelram Post, Kodathi	
Bengaluru-560035	
In response to the tender No.CSB/SBRL/Equipment/2017-18 Dated .....as an owner/partner/Director of I/We hereby declare that our Firm is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either in definitely or for a particular period of time.	
I/ We M/s (Name of the Company) are not blacklisted in any Department of Government of India or any State Government.	
I/We further undertake that our partner M/s (Name of Vendor) having office area 1 so not blacklisted in any Department of Government of India or any State Government.	
I/We here by declare that there are no pending cases against M/s (Name &Address of Bidder) with Department of Government of India or any State Government or any court of law	
I/We hereby declare that Bidders company or Director/Owner of the company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical &Criminal) as on the date of Notification of Tender.	
Name of the Bidder: -	
Signature: -	
Seal of the Organization:-	

**Annexure-IV Checklist**

<b>SrNo</b>		<b>Description</b>	<b>Yes/No/NA</b>	<b>Page Number</b>
1.	Annexure-I	Specifications For Technical Offer		
2.	Annexure-II	Financial Bid		
3.	Annexure-III	Self-Declaration		
4.	Annexure-IV	Checklist		

Vendors are request to arrange support documents as per checklist.

Place:

Date:

(Authorized Signatory)

Name and Address of the Firm/Bid