

## ALAGAPPA UNIVERSITY, KARAIKUDI

Ref: A1/562/Micro/RUSA/19

Dt: 26.08.2019

SEALED TENDERS IN DUPLICATE under “two cover system” are invited from reputed firms for the supply of “FTIR “ to this University, so as to reach the THE REGISTRAR, ALAGAPPA UNIVERSITY, KARAIKUDI. 630 003 on or before 12.09.2019 and should be superscribed as follows:

“TENDER REF.NO. A1/562/Micro/RUSA/19 due on: 12.09.2019

The Technical Bid will be opened by the Registrar or any of his authorized representatives in the presence of such of those tenderers or their duly authorized agents who may be present at that time. The Commercial bid may be opened on the same day /will be intimated later.

- (i) The prices quoted should be in Indian Rupees / Foreign Currency and should include taxes, Central Excise and customs Duty if any, freight to destination and levies and should be for delivery at Alagappa University, Karakudi 630 003.
  - (ii) The tenderers are requested to quote their GST Registration Number in the Tender form without fail. The University is authorized to withhold the amount of tax until the party produces an order of the court of competent jurisdiction, declaring the liability of the transaction to “GST”.
  - (iii) Ownership of materials shall rest with the supplier until the same is delivered to this University in good condition.
- Every Tender should be accompanied by an EMD of **Rs.18,000/-** through Demand Draft drawn in favour of the Registrar, Alagappa University payable at Karaikudi. **The fact of remittance of EMD should be superscribed on the outer cover of the tender.** The deposit of successful tenderer which will carry no interest will be refunded only after the satisfactory completion of the supply of materials ordered and audit of accounts thereto. Request from firms for waiver of tender deposit will not be considered. No adjustment from the amount due to tenderer will be permitted to be treated as deposit for this tender. **Tender without EMD will not be considered.** In respect of unsuccessful tenders, the EMD will be released after finalization of tender.
  - No communication from any tenderer adding to / altering or explaining any terms of the tender will be considered after the opening of the tenders by the Registrar. If any tenderer withdraws his tender after the tenders are opened, his tender deposit is liable to be forfeited. Supplies should be effected within the delivery period quoted with tendered rates, failing which the tender deposit of the

successful tenderer will be forfeited, and the order placed also cancelled at their risk and cost. Conditional offer such as subject to prior sales etc. are liable to be summarily rejected.

- The Registrar, Alagappa University, Karaikudi reserves **the right to accept or reject** any tender either partly or wholly without assigning any reason therefore.
- The quantities mentioned are only tentative and are liable to be added or subtracted.
- No suit or any proceedings in regard to any matter arising in any respect under this contract shall be instituted in any Court save in the District Munsif Court or Sub Court at Sivaganga. It is agreed that no other Court shall have jurisdiction to entertain any suit or proceedings even through part of the cause of the action raised within their jurisdiction. In case of any part of cause of action arises within the jurisdiction of any of the Court in Tamil Nadu and not in the Court of Sivaganga then it is agreed to between the parties that such suits or proceedings shall be instituted in a court within Tamil Nadu and no other court outside Tamil Nadu shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such courts.
- The successful tenderer should arrange to supply the equipment as per terms of the accepted tender. **Full payment will be made to the supplier only after the receipt of the materials at site in good condition and after making necessary tests. Any loss or damages in transit should be made good by the supplier at free of cost. The advance payment will not be made under any circumstances.** Defects in manufacture if any detected at any time should be rectified at free of cost.
- The decision of the Registrar is final in respect of defective equipment. Quantities given in the tender are subject to alteration at the time of placing orders by the University.
- The Successful tenderer should produce income-tax clearance certificate. In the case of partnership firms, this should be produced for each of the partners and the firm.
- The tender should be valid for a period of 120 days from the date of opening.
- Warranty/Guarantee period should be specified.
- AMC of equipment should be quoted in the Tender for adopting after completion of the warranty period.

- Only parties who agree to abide by the above terms and conditions may send tenders and submission of tenders against this specification would signify such acceptance of the above terms and conditions by the tenderers.
- Tenderers should specifically note that their tenders are liable to be summarily rejected if
  - the rate quoted is not F.O.R. destination for Indian Manufacturer
  - complete technical details of the products as the case may be are not sent with the tender
  - validity period is not indicated
  - EMD is not remitted
- Detailed Specifications of the equipment required are enclosed.
- The bidder must quote for all the products as per the tender and must comply with all the tender specifications as per the tender.

**SPECIFICATIONS :**

Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected/supported by the printed technical leaflet/literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.

**COMPLIANCE STATEMENTS:**

a) Bidders must furnish a Compliance Statement of each and every required Specification of our tender. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.

b) The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

**TERMS OF THE TECHNICAL COMMITTEE :**

(i) On the due date the Technical bids will be opened and the Technical Committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties. (ii) The technical evaluation will be an assessment of the Technical Bid. The Technical Committee will proceed through a detailed evaluation of the Technical Bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, Tender Scrutinizing Committee will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender. (iii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening

**OPENING OF COMMERCIAL BIDS :**

Alagappa University will open commercial bids of only the short listed BIDDERS, in the presence of the BIDDERS or their authorized representatives who choose to attend the commercial bid opening. The Date and Time of opening the Commercial Bids will be intimated only to pre-qualified and technically acceptable BIDDERS for the item at a later date. The representatives of short listed firms only will be allowed for commercial bid opening.

## **TECHNICAL BID: FIRST COVER**

The Technical bids will be opened in the presence of the BIDDERS on the specified time and date. BIDDERS/Agents who have responded to the tender only will be allowed to be present. The technical bids will be evaluated to shortlist the eligible BIDDERS. The commercial bids of only the short listed BIDDERS shall be considered for further processing.

- The technical details of the models offered along with the supporting original technical literature, leaflets, brochures etc.
- **Earnest money(EMD Amount)**
- **Cost of tender form if down loaded from the website.**
- Details of supplies of similar equipment along with copies of supply orders.
- Latest agreement/authorization from the foreign firms in case of Indian agent is submitting tender on its behalf. **The address of the Principal's/Manufacturer's should be furnished**
- Trade registration certificate from the RBI/Ministry/department concerned.
- Latest income tax clearance certificate/ copy of PAN card/GST
- Latest Tax clearance certificate.
- Technical bulletin with specifications clearly stated with model.
- **BANK Details (Account Number, Branch name and IFSC Code) should be furnished**
- The rate quoted should include the cost of the Customs Duty, Customs Clearance , Transportation charges and Installation charges

BIDDERS whose technical offer is found acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

## **PRICE BID: SECOND COVER:**

### **SECOND COVER should contain the following:**

Details of rates, taxes, duties, discounts, if any, quoted by the bidder, should be submitted.

Any documents in support of price bid.

For Indian manufacturer rate should be at F.O.R destination.

For foreign supplier rates should be at **CIP/CIF** .

### **NOTE**

(i) The word "**TECHNICAL BID**" should be written clearly and prominently on the first cover along with tender number, name of the equipments and date of

opening. Similarly, the work “**PRICE BID**” should be written clearly and prominently on the second envelop along with Tender Number, Name of Equipments.

Full name and status of the person signing the tender documents must be clearly mentioned in the Tenders.

Tender unsealed or having overwriting and cutting without proper attestation and signature will not be considered.

(ii)**An EMD i.e. Rs. 18,000/-** through a Demand Draft drawn in favour of “The Registrar, Alagappa Unviersity and payable at Karaikudi should accompany the tender and Tender document cost Rs.6000 + GST 12% through Demand Draft if downloaded from the website.

Last date for receipt of tenders is upto 2.30 p.m on 12.09.2019 and the technical bid will be opened on the same day at 3.30 p.m

REGISTRAR