

ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR, CHENNAI – 600 048.

TENDER CONDITIONS AND INSTRUCTIONS FOR *ANALYTICAL DIGITAL WEIGHING* TO ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION (RESEARCH, TRAINING & EDUCATION), VANDALUR .

1. Sealed Tenders will be received by the Deputy Director (Technical), Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur, **upto 3.00 p.m. on 17.11.2022** for *Purchase of Analytical Digital Weighing* to the Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur.
2. Tender should be addressed to the **Deputy Director (Technical), Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur** and should be only in sealed covers by Registered post/ or in person. Tenders received in ordinary covers without seal will not be considered.
3. The tender cover should be superscribed as **“Purchase of Analytical Digital Weighing” to the Deputy Director (Technical), Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur. Due on 17 .11.2022.**
4. **Technical Bids** only opened on 17.11.2022 at **4.00 p.m.** in the presence of the tenderers who are present. The Price Bids will be opened on **17.11.2022 at 5.00 p.m** after technical evaluation.
5. Each tender shall be accompanied with the **EMD of Rs. 1540/-** in the form of DD drawn in one of the Nationalised Banks in the name of “Deputy Director (Technical), Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur” payable at Chennai. Cheques and Bank Guarantees will not be accepted. Tenders without EMD shall be summarily rejected. EMD will not carry any interest.
6. Tenders received late will be returned to the tenderer unopened.
 - a) The tender should contain particulars like the name and addresses of the Tenderers, Net rate including excise duty, surcharge, sales tax, freight, octroi, insurance, delivery, installation and commissioning of the above work and such other levies that may be applicable.
 - b) The rates will be kept firm for One hundred and Eighty days from the date of the opening of the Tenders in acceptance.
 - c) The rate should be quoted with specification and model if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the tenderers with full signature. The rate quoted should be firm and should not be subjected to any variation clauses.

d) US Dollar/EURO/Yen/CHF Swiss Franc billing can also be quoted for the required Equipments.

e) AIWC shall not pay increase in duties, taxes and surcharges on account of any revision by the Government at the time of supply and installation.

f) Supply shall be as per the specifications mentioned in the Appendix and according at the time of supply.

g) The tenderer should quote as per the tender specifications of the equipment only. Option shall be given separately.

h) The tender form (Annexure I & II) should be completed in all respects. Wherever the information is not relevant to your bid, the space should be appropriately filled with 'NA or NIL'. No space shall be left blank. All pages of the tender documents should be enclosed otherwise the tenderers are likely to be rejected.

i) If the given space is insufficient to give required information, additional sheets may be added. Each such additional page shall be numbered consecutively and shall bear our tender reference number and signature of bidder or his/her authorized agent.

Faxed Bids are liable to be rejected.

7. Tenders will be opened by the Deputy Director (Technical) or his nominee in the presence of Tenderers or their representatives who may be present at the time of opening. The representatives of the tendering firms who are attending during opening of the tenders should bring a letter of authorization from the tendering firms, which they represent to identify their bonafied.
8. The tender shall be valid for a period of 180 days from the date opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after it is opened, the EMD paid by him will be forfeited.
9. The EMD of the unsuccessful tenders will be refunded immediately after the tenders are disposed of by the competent authority.
10. Successful tenderer shall execute an agreement for the fulfillment of contract in the stamp paper in the model form. The conditions stipulated in the form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to be right of the University and to recover any consequential loss from the successful tenderer.
11. Successful tenderer shall remit a 2% Security deposit of the order value (including EMD already remitted). Security Deposit will be refunded at the end of warranty period subject to the satisfaction of the AIWC. The EMD may be adjusted towards Security deposit payable.
12. If the tenderer failed to act upto the tender or backs out when his tender accepted, security deposit will also be forfeited to department.

13. The material should be supplied strictly in accordance with the specifications given in the Appendix and should fulfill the successful tests carried out by the Competent Authority of the AIWC. The supply and installation should be made as per the delivery schedule to be sent by the Deputy Director (Technical). The guarantee period shall take effect from the date of trial run. Successful tenderer shall be liable to change any defective part during the warranty period. In either case the damaged or defective items will have to be taken back at supplier's cost and risk.
14. The commissioning and installation should be getting completed within the stipulated period mentioned in the supply order. If the supply is not made within the period, the supply order will be cancelled and the EMD & Security deposit will be forfeited.
15. The materials are to be guaranteed for the warranty period mentioned as per the given specifications from the date of installation and commissioning against manufacturing defect and bad workmanship. The period of warranty and the Annual Maintenance Contract (AMC) are as per the given specifications and the specified period shall commence from the date of installation.
16. The materials quoted shall confirm to ISI standard. The make of the materials shall be mentioned in the tender.
17. Any dispute arising out of this contract shall be settled only at the court having jurisdiction of Chennai.
18. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons thereof.
19. Regarding the acceptance of supply with reference to the specification and quality of materials supplied, the decision of Deputy Director (Technical) shall be final.
20. Prices: The Prices shall be quoted in Currency US Dollars/Japan Yens/EURO/CHF /UK Pounds.
21. If the tenderer quotes the price with GST, should mention the valid GST registration number along with the copy of the registration Certificate.
22. Incomplete Tenders: Tenders without the complete particulars will not be considered.
23. Tenders will be considered only from the ISO certified Manufacturers / authorized distributors with sound technical and financial capabilities.
24. Loss or Damage: External damages or shortages that are prima facie the results of rough handling in transit or due to defective packing will be intimated within a fortnight from the date of receipt of the material, Internal defects, damages of any internal parts that cannot ordinary be exhibited on superficial inspection though due to bad handling in transit or defective packing will be intimated within two months from the date of receipt of the stores. In either case the damaged or defective stores will have to be taken back at supplier's cost and risk.

25. **Guarantee:** The Supplier shall undertake to repair free of charge or replace any defective part of the equipment supplied due to defective or faulty design or bad workmanship during a period of three years from the date of commissioning of the equipment.

26. **Leaflets and Descriptive Literature:** Full descriptive particulars and manuals of the equipment offered should accompany the tender. Information regarding the country of manufacturer or origin of materials in the manufacture of articles should be furnished.

27. **Tests:** Manufacturer's certificate for the routine tests specified in the BSS of the latest issue or as per manufacturer's standard practice should be forwarded in duplicate. The materials will be rejected, if the test results are not satisfactory.

28. **Penalty Clause:** The delivery should be guaranteed by you under the penalty clause mentioned hereunder:

"Should delivery be delayed by strike, lockouts, fire accidents or any cause whatsoever, beyond the reasonable control of the contractor and whether such delay or impediment occurs before or after the time or extended time for dispatch or completion, a reasonable extension time shall be granted.

If the contractor fails in due performance of this contract, within the time fixed by the contractor the extension thereof, the contractor is liable at discretion of the purchaser to a penalty of 4% per month of the contract value of such portion only of materials as cannot, in consequence of the delay, be used during each month between the appointed or extended time as the case may be and the actual time of acceptance, and such penalty shall be in full satisfaction of the contractor's liability for the delay but shall no in any case exceed 25 % of the contract value of such portion of the materials."

29. **Additional Documents:** Please also attach with the quote the following documents:

- ISO Certificate
- Number of service centres of the supplier in Tamilnadu/India.
- Number of years standing in the business.
- Average turnover in the last two years.
- Backup facility for the warranty period.
- TIN and CST Number, whenever required.
- Certificates attained by the manufacturer.
- Company Profile.
- Any other relevant details in support of the items specified.

30. **Other Enclosures:**

- Attested copies of the Registration Certificate of the Company.
- Audited Annual Financial Statements and Annual Report and Certified Statement from the current Statutory Auditors of the Bidder.
- Signed and stamped copy of the original tender document downloaded from the website along with its annexures/corrigendum/documents etc.
- The copy of the GST Registration Certificate and Copy of PAN.
- The annual turnover of the bidder for the last 3 financial years.
- Any other document.

31. The general rules for the supply of the materials and works will apply on this purchase also.
32. In case of foreign bidders, the shipping charges be stated separately.
33. The customs clearance charges, transportation upto the AIWC have to be borne by the firm's account.
34. The installation and training charges if any are to be borne by the firm.
35. Indian firms can only quote against the Open Tender and shall quote in Indian Rupee.
36. Foreign firms having their own office in India can quote in respective country currency.
37. No communications from any tenderer adding to/adhering or explaining any terms of the tender will be considered prior to the submission or after opening of the tenders by the competent authority
38. In case of any modifications in specifications/terms and conditions/ any clarifications to the bid document it will be hosted in our website only and bidders are requested to log on to our website from time to time regularly for any amendment and no separate corrigendum will be issued in this regard.
39. The tender is submitted subject to and agreeing the above conditions duly attested and certified.

TO BE FILLED IN BY THE TENDERER:

S.No.	EMD Details Rs.1540 /- DD No./ Date/Bank/Amt
1	

SIGNATURE OF THE TENDERER

Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur
Purchase of Analytical Digital Weighing

S. No	Specifications	Qty Req.	Rate Each	Total Amount (in Rs.)
	Analytical Digital Weighing	1		
1	Capacity -10°C to -30°C Readability 0.1 mg Linearity ±0.3 mg Repeatability 0,1 mg (Rt_ 50g), 0,13 mg (50g <Rt_ 220g) Sensitivity drift 1 ppm/°C in temperature +10° ÷ +40°C Pan size ϕ 85 mm or above Adjustment/calibration automatic internal calibration and external calibration kit Working temperature +10° - +40°C Stabilization time 3.5s Interface 2 × RS 232, USB-A, USB-B, WiFi – optional ALIBI Memory up to 100000 Display Backlit LCD Display Power Supply 220 - 240 Volts, 50 Hz. Single Phase Certification CE, GLP Compliance, ISO 9001, OIML Warranty 3 Years			
2	Transportation and fixation at site			
		GST		
		Gross amount Rs.		

Gross rate should be quoted.

SIGNATURE OF THE TENDERER

**ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR, CHENNAI – 48.
TECHNICAL BID**

ANNEXURE - I

Tender reference No: _____

1. Name and address of Bidder

2. The details of EMD

Amount of EMD Rs. _____, DD No. _____ dt _____

Bank: _____

3. Due Date of bid :

4. The bid shall remain valid for acceptance for 90 days, from the date of tender opening.

5. Schedule of Requirements:

Sl. No	Brief description of stores	Qty Required	Qty Offered	Delivery	Unit price (Rs)	Total Cost (Rs)
				At Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur		To be filled in Annex:II
(i)	GST	%	-	-		
(ii)	Other charges, if any		-	-		
Grand total cost in Rs.						
Total cost (in words)Rupees.						

Warranty:

Note: (1) All columns must be filled up.

(2) Adhering to the format given above is a pre-requisite for considering your bid.

(3) Please indicate applicability.

I/certify that I/We have completely read and understood and agree to all the terms & conditions given in Part II.

Date :

Signature of Bidder :

Office Stamp

Signing as :

Name in block letters :

Tele No.

Fax No.

e mail

**ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR, CHENNAI – 48.**

PRICE BID

ANNEXURE - I I

Tender reference No: _____

1. Name and address of Bidder
2. The details of EMD
Amount of EMD Rs. _____, DD No. _____ dt Bank: _____
3. Due Date of bid :
4. The bid shall remain valid for acceptance for 90 days, from the date of tender opening.
5. Rates for items given in Techno-commercial offer at Schedule of requirements are as follows:

Sl. No	Brief description of stores				Qty Offered	Delivery	Unit price (Rs)	Total Cost (Rs)
						At Advanced Institute for Wildlife Conservation (Research, Training & Education), Vandalur		
(i)	GST		%		-	-		
(ii)	Other charges, if any				-	-		
Grand total cost in Rs.								
Total cost (in words)		Rupees.						

Warranty:

- Note: (1) Price must be quoted in Indian Rupees only with customs duty/excise duty excluded. Taxes and other levies excluded price to be quoted and percentage of the same to be indicated separately.
- (2) Adhering to the format given above is a pre-requisite for considering your bid.
- (3) Separate list should be attached where required in the same format giving details of each item and cost.

Date : Signature of Bidder :

Office Stamp : Signing as :

Name in block letters :

Tele No. : Fax

No. :

e mail :

**ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR, CHENNAI - 48.**

Tender No.

Date :

**To
THE DEPUTY DIRECTOR
(TECHNICAL),
ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR**

I/We agree to furnish required supplies / services as detailed in the Tender schedule or such portions thereof as you may specify in the Acceptance of Tender in accordance with the General Terms and Conditions governing the contract / supply order enclosed hereto duly accepted on receipt of the order for the same.

I/We agree to hold this offer open until _____ and shall be bound to supply / omission / erect the equipment and despatch the same within the specified period.

I/ We agree to supply and commission / erect the equipment and complete the whole of the work and hand over to the purchaser within the period of _____ weeks. From the date of receipt of intimation from you regarding acceptance of this tender / receipt of supply order.

**Signature of the bidder
With office stamp
Name & Address**

**Station
Date:**

**ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION
(RESEARCH, TRAINING & EDUCATION), VANDALUR, CHENNAI – 48.**

SPECIFIC INSTRUCTIONS:

1. Please Quote the Price for the instruments with make; without the mention of the make the tenders will not be considered.
2. The firm may quote the rates as per the tender specification, the rate quoted by the firm will be considered if it is only as per the tender specifications. If there is any deviation of specification from the tender specification, the tender will not be considered.
3. The Original tender form should be submitted to this office along with the tender schedules.
4. Quote the Price with Warranty and annual maintenance contract (AMC) periods mentioned in the specifications. Separate charges for warranty and AMC will not be considered at any cost.
5. The Instruments should be supplied at AIWC Campus. Customs duty @ Government Concessional rate for Educational institutions will be borne by the AIWC. However, the successful tenderer shall accept to pay the Customs duty for clearance after receipt of Airway bill, Invoice & etc. so as to avoid demurrage. Necessary clearing documents will be handed over to the Supplier within 3 working days after the receipt of Airway bill, Invoice & etc. The permissible Customs Duty paid by the Tenderer will be reimbursed by the AIWC.
6. Freight Clearance charges, packing, forwarding charges, transportation charges will have to be borne by the firm Please quote the price for free delivery at AIWC Campus.
7. No demurrage will be paid by the AIWC for clearing delay.
8. The tender shall be submitted subject to and agreeing the above conditions duly attested and certified.

SIGNATURE OF THE TENDERER