

**Foundation for Innovative New Diagnostics India  
(FIND India)**

**Advertised Tender Enquiry (ATI)**

**BID DOCUMENT  
FOR  
PROCUREMENT OF LABORATORY CONSUMABLES  
AND MEDICAL SUPPLIES FOR TB LABORATORIES  
ACROSS INDIA**

**Bid Ref. No.: SAMS/FIND India  
/G/2022/0092/Proc/Cons/ATI/14/2022**



*(Procurement Agency)*

**STRATEGIC ALLIANCE**

**Management Services Pvt. Ltd.**

Strategic Alliance Management Services Pvt. Ltd,  
B-18, Sector-06, NOIDA

Gautam Budh Nagar (U.P.)- 201301

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**Section I**

**NOTICE INVITING BIDS**

**FOR**

**PROCUREMENT OF LABORATORY CONSUMABLES AND MEDICAL SUPPLIES**

**FOR TB LABORATORIES ACROSS INDIA**

**Bid Ref. No. : SAMS/FIND India /G/2022/0092/Proc/Cons/ATI/14/2022 Dt: 17/01/2023**

1. Strategic Alliance Management Services Pvt. Ltd. (SAMS) has been engaged by "Foundation for Innovative New Diagnostics India" (FIND India), New Delhi (a not-for-profit Company created under Section 8 (Indian) Companies Act, 2013) for providing procurement consultancy services for equipment, goods, works and services for TB Laboratories established across India under National Tuberculosis Elimination Programme (NTEP), Ministry of Health and Family Welfare, Govt. of India.
2. SAMS hereby invites **e-bids (through the E-procurement system of FIND India)** from eligible and qualified bidders for the supply of following Laboratory consumables and Medical Supplies:

Seq. No.	Sch. No.	Description	Unit Pack Size	Total qty (Nos.)
1	Sch. 1	Long 1 ml tips with filter	Pack of 960	1,64,160
1	Sch. 2	Cryo-vial, sterile with cap, 1.5 ml	Pack of 500	2,04,500
1	Sch. 3	Filter paper - sheets	Pack of 100	45,600
1	Sch. 4	PP-tubes for centrifuge, sterile, 50 ml	Pack of 500	1,03,500
2		Single use plastic Pasteur-pipettes sterile individually packed	Pack of 500	1,88,000
1	Sch. 5	Bags for waste bin- 2 Liters	Pack of 100	23,000
2		Plastic bags - 30L(Red) & Biohazard Autoclavable bag	Pack of 100	26,700
3		Plastic bags - 30L(Yellow) & Biohazard Autoclavable bag	Pack of 100	8,600
1	Sch. 6	Laboratory Coats (Size-Large)	box of 50	1,450
2		Laboratory Coats (Size-Medium)	box of 50	4,400
3		Laboratory Coats (Size- Small)	box of 50	1,300
1	Sch. 7	Surgical gowns (Size- large)	box of 20	2,160
2		Surgical gowns (Size- Medium)	box of 20	2,060
3		Surgical gowns (Size- Small)	box of 20	2,960
1	Sch. 8	Sterile, DNA-/RNase-free TIPS, 1.0 - 20 µl	Pack of 960	1,68,000
2		Sterile, DNA-/RNase-free TIPS, 20 - 200 µl,	Pack of 960	3,14,880
3		Sterile, DNA-/RNase-free TIPS 100 - 1000 µl	Pack of 960	2,91,840
1	Sch. 9	Potassium dihydrogen phosphate	Bottle of 1kg	261
2		di-Sodium hydrogen phosphate anhydrous	Bottle of 1kg	255
3		N-acetyl-L-cysteine (NALC)	Bottle of 100g	336
4		tri-Sodium citrate dihydrate	Bottle of 1kg	74

3. Bidding will be conducted online through the **E-procurement system of FIND India** by the 'Advertised Tender Enquiry' method and procedures as set out in the 'General Financial Rule – 2017' and Manual of Policies and Procedure for Purchase of Goods and Works issued by the Department of Expenditure, Ministry of Finance, Govt. of India. **Vendors are requested to submit their proposals online through FIND India E-procurement System only. If not registered yet, kindly go through the attached "USER MANUAL" pdf below the link, for the process of vendor registration which will provide the guidance for using this vendor portal and onward submission of the proposal.**

**Please find below the link for vendor registration**

<https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx>



FIND\_UserManual\_V  
endorRegistration.pdf

4. Bidders are required to submit Bid Security Declaration as per the format provided in the Bid Documents Details are given in Bid Documents
5. The Bid Document can be freely downloaded from the website [www.samsconsult.com](http://www.samsconsult.com) and E-procurement system of FIND India starting from **10.00 AM on 17/01/2023**. Bidders shall be solely responsible for checking the above website for any addendum/amendment issued subsequent to publication of this IFB and take the same into consideration while preparing and submitting their bids.
6. Bidders' representatives are invited to attend an offline/in-person (physical) **pre-bid meeting at 11.00 AM on 25/01/2023** at the address mentioned above. Please note that non-attendance at the pre-bid meeting will not be the cause of the disqualification of bidders. Bidders can also participate in an online pre-bid meeting through skype link <https://join.skype.com/rm9fapyCBodZ> at the scheduled time and date of pre-bid meeting. Bidders who are unable to attend the pre-bid meeting (online or offline) can send their written requests for clarification, if any up to 05.00 PM on 24/01/2023 at email [procurement@samsconsult.com](mailto:procurement@samsconsult.com).
7. **Bids must be submitted online on or before 03:00 PM on 07/02/2023 by Bidders**, registered as Vendor on the e-Procurement System of FIND India. All documents required towards submission of bids must be uploaded online.
8. **The Technical Bids will be opened on the same day at 03.30 PM on the e-Procurement System** and the name of bidders who have submitted their bids upto scheduled date and time shall be announced.

**Sanjay Rastogi**

**Director, SAMS**

## Section-II

### Instructions to Bidders

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## **Section – II**

### **Instructions to Bidders**

#### **A. GENERAL**

##### **1. Introduction**

- 1.1 In connection with the Notice Inviting Bids (NIB) for Procurement of Goods, Equipment and related services as **specified in the Section III - Bid Data Sheet (BDS)**, the Purchaser **as specified in the BDS**, has issued these Bidding Documents for the supply of Goods, Equipment and related services **as specified in Section V - Schedule of Requirements**.
- 1.2 This Section provides the relevant information as well as instructions to assist prospective bidders in preparation and submission of bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt and opening as well as scrutiny and evaluation of bids and subsequent placement of award of contract.
- 1.3 Before preparing the bid, and submitting the same to the Purchaser, the bidder should read and examine all the terms & conditions, instructions etc. contained in the Bidding Documents. Failure to provide required information or to comply with the instructions incorporated in this Bidding Documents may result in rejection of bids submitted by bidders.
- 1.4 The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and subsequently processing the same. The Purchaser shall, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.

##### **2. Language of Bids**

- 2.1 Bid submitted by the bidder and all subsequent correspondences and documents relating to the bid exchanged between the bidder and the Purchaser, shall be written in English language. However, the language of any printed literature furnished by the bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.

##### **3. Code of Integrity**

- 3.1 The Purchaser and all officers or employees of the purchaser, whether involved in the procurement process or otherwise, or Bidders and their representatives or consultants or service providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.

3.2 The Purchaser and Bidders to uphold the Code of Integrity, which prohibits officers or employees of the Purchaser or a person participating in a procurement process, in respect of the following:

- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (iv) improper use of information shared between the Purchaser and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
- (v) any financial or business transactions between the bidder and any officer or employee of the Purchaser, who are directly or indirectly related to tender or execution process of contract;
- (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (vii) any obstruction of any investigation or audit of a procurement process;
- (viii) making false declaration or providing false information for participation in -
  - a) tender process or to secure a contract;
  - b) disclosure of Conflict of Interest;
  - c) disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity.

3.3 In case of any breach of the Code of Integrity by a bidder or a prospective bidder, the Purchaser after giving a reasonable opportunity of being heard, may take appropriate measures including –

- a) exclusion of the bidder from the procurement process;
- b) calling off of pre-contract negotiations and forfeiture or encashment of bid security;
- c) forfeiture or encashment of any other security or bond relating to procurement;

- d) recovery of payments made by the Purchaser along with interest thereon at bank rate;
- e) cancellation of the relevant contract and recovery of compensation for loss incurred by the Purchaser;
- f) debarment of the bidder from participation in any future procurements of Purchaser for a period not exceeding three years.

#### **4. Conflict of Interest**

- 4.1 Conflict of Interest for the Purchaser or its personnel and bidders is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- 4.2 Purchaser describes the situations in which a Purchaser or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following -
  - a) Conflict of Interest occurs when the private interests of Purchaser or its personnel, such as personal, non-official, extra- professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
  - b) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Purchaser, employment after retirement from service or of relatives or the receipt of a gift that may place the Purchaser or its personnel in a position of obligation;
  - c) Conflict of Interest also includes the use of assets of the Purchaser including human, financial and material assets, or the use of the office of the Purchaser or knowledge gained from official functions for private gain or to prejudice the position of someone the Purchaser or its personnel does not favour;
  - d) Conflict of Interest may also arise in situations where the Purchaser or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Purchaser;
- 4.3 The situations in which bidders participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following –
  - a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Purchaser that are directly or indirectly involved in or related to the procurement process or execution of contract;



- b) If they receive or have received any direct or indirect subsidy from any other bidder;
  - c) If they have the same legal representative for purposes of the bid;
  - d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
  - e) If they participate in more than one bid in the same bidding process;
  - f) If they have controlling partners in common;
  - g) If a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in any way;
- 4.4 In the 'Letter of Technical Bid' to be submitted by the bidder, as per format given in **Section VI - Bidding Forms**, all bidders shall provide a signed statement that the bidder is neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract;
- 4.5 In case of a holding company having more than one independently manufacturing unit or more than one unit having common business ownership or management, only one unit shall be allowed to submit bid or quote to prevent any Conflict of Interest. Similar restrictions shall apply to closely related sister or subsidiary companies. Such bidders must proactively declare such sister or subsidiary company or common business or management units in similar lines of business;
- 4.6 In cases of agents quoting in offshore procurements on behalf of their principal manufacturers, one agent shall not represent two manufacturers or quote on their behalf in a particular bid enquiry to prevent any Conflict of Interest.

## 5. Eligible Bidders and Goods

- 5.1 Bidder shall be a private entity, government-owned entity or, any combination of these having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India or any other country with which India has not banned trade relations.
- 5.2 Bidder should not have a Conflict of Interest as prescribed and specified in ITB Para 4, which materially affects fair competition.
- 5.3 In addition, any bidder participating in the procurement process shall –
- (i) have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority;

- (ii) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- (iii) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (iv) not be debarred by any Procuring Entity under the State / UT Government, the Central Government, Autonomous body, Authority by whatever name called under them, UNOPS, UNDP, SAMS or GFATM as on the date of opening of bids.

5.4 All goods to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

5.5 This invitation for bids is open to only Class – I Local Suppliers as per the order Ref. No. P-45021/2/2017-PP (BE-II) dated 16 September, 2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. A Class-I Local Supplier means a supplier or service provider, whose goods, services or works offered for procurement has local content equal to or more than 50%. The bidder is required to give an undertaking in the Form TECH-1: Form of Bid (Technical) of section -II of the Bid Document to the above effect. If such an undertaking given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

5.6 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. Where applicable, evidence of valid registration by the Competent Authority shall be attached, failing which their bids shall be rejected. The Competent Authority for the purpose of this clause shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). More details may be found in the Office Memorandum (O.M.) Ref. F.No.6/18/2019-PPD dated 23/7/2020 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India. Further, A contractor shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority in India. Bidders are required to certify about compliance of above requirement in the Form TECH-1: Form of Bid (Technical) of section -II of the Bid Document to the above effect. If such a certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

<sup>1</sup> <https://dipp.gov.in/sites/default/files/PPP%20MII%20Order%20dated%2016%2009%202020.pdf>

<sup>2</sup> <https://www.doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>

- 5.7 In the 'Letter of Technical Bid' to be submitted by the bidder, as per format given in **Section VI - Bidding Forms**, all bidders shall provide a signed statement that the bidder fulfils the eligibility requirements given in ITB Para 5;

## 6. Bidders' Qualification

- 6.1 Bidders should substantially meet the qualification criteria as stipulated in the **Section IV - Evaluation and Qualification Criteria**.
- 6.2 Bidders should fill and submit the "Proforma for Performance Statement (for a period of last five years)" provided in **Section VI - Bidding Forms** to provide relevant information and documents in support of fulfilment of bidder's qualification, along with its bid.

## B. BIDDING DOCUMENTS

### 7. Content of Bidding Documents

- 7.1 The Bidding Documents shall include the following Sections, which should be read in conjunction with any Amendment issued in accordance with ITB Para 10.
- Section I Notice Inviting Bids (NIB)
  - Section II Instructions to Bidders (ITB)
  - Section III Bid Data Sheet
  - Section IV Evaluation and Qualification Criteria
  - Section V Schedule of Requirements
  - Section VI Bidding Forms
  - Section VII General Conditions of Contract (GCC)
  - Section VIII Special Conditions of Contract (SCC)
  - Section IX Contract Forms
- 7.2 Unless downloaded directly from the Purchaser's website **as specified in the BDS**, Purchaser shall not be responsible for the correctness of the Bidding Documents, responses to requests for clarification, the Minutes of the Pre-bid meeting, if any, or Amendment(s) to the Bidding Documents in accordance with ITB Para 10.
- 7.3 Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.

### 8. Clarifications of Bidding Documents

- 8.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids as **specified in the BDS**.

- 8.2 The Purchaser shall also promptly publish brief description of the enquiry but without identifying its source and its response at its website as **specified in the BDS**.
- 8.3 Should the clarification result in changes to the essential elements of the Bidding Documents, the Purchaser shall amend the Bidding Documents following the procedure given under ITB Para 10.

## **9. Pre-Bid Meeting**

- 9.1 In order to provide response to any doubt regarding Bidding Documents, or to clarify issues, a pre-bid meeting may be scheduled, **if specified in the BDS**.
- 9.2 During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, they shall be asked to submit their written request by close of business on the next working day. The Purchaser shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITB Para 10 below shall be issued, which shall be binding on all prospective bidders.

## **10. Amendments to Bid Documents**

- 10.1 At any time prior to the deadline for submission of bids, the Purchaser may, pursuant to ITB Para 8 and 9 and for any reason deemed fit, amend or modify the Bidding Documents by issuing Amendment(s).
- 10.2 Such Amendment(s) will be published on Purchaser's website **as specified in the BDS** and the same shall be binding on all prospective Bidders.
- 10.3 In order to give reasonable time to prospective bidders to take necessary action in preparing their bids, the Purchaser may, at its discretion extend the deadline for the submission of bids and other allied time frames, which are linked with that deadline.
- 10.4 Any bidder who has downloaded the Bidding Documents should check the Amendment(s), if any, issued on the Purchaser's website. The Purchaser shall not be responsible in any manner if prospective Bidders miss any Amendment(s) published on Purchaser's website.

# **C. PREPARATION OF BIDS**

## **11. Documents Comprising the Bid**

- 11.1 The bidder can submit the bid online through the **E-procurement system of FIND India** by using **Two Bid System** i.e. **"Technical Bid"** and **"Financial Bid"** shall be submitted in separate folders. The Bid shall comprise the following:

**Technical Bid:**

- i) Letter of Technical Bid as per Form provided in **Section VI – Bidding Forms**;
- ii) Bid Security declaration furnished in accordance with **ITB Para 19**;
- iii) Bidder Information Form as per Form provided in **Section VI: Bidding Forms**;
- iv) Technical Compliance Sheet as per Form provided in **Section VI: Bidding Forms**;
- v) Documents establishing the compliance of Goods in accordance with **ITB Para 16**;
- vi) Documents establishing bidders' qualification in accordance with **ITB Para 17.2**;
- vii) Manufacturer's Authorization, in case bid is submitted by an Agent, as per Form given in **Section VI: Bidding Forms**;
- viii) Proforma for Performance Statement (for a period of last three years) as per format given in **Section VI: Bidding Forms** along with supporting documents;
- ix) Proforma for other Details of Bidder, Manufacturer and its Bank as per format given in **Section VI: Bidding Forms**;
- x) Bidder firm's Certificate of Incorporation/ Registration, Article and Memorandum of Association or any such registration document;
- xi) Self-attested copy of GSTIN registration;
- xii) Any other document **as required in the BDS**

**Financial Bid:**

- i) Letter of Financial Bid as per Form provided in **Section VI – Bidding Forms**;
- ii) Price Schedule prepared in accordance with **ITB Para 14**;

## **12. Letter of Technical Bid, Financial Bid and Price Schedule**

- 12.1 The Letter of Technical Bid, Letter of Financial Bid and Price Schedule shall be prepared as per the Forms furnished in **Section VI: Bidding Forms**. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled-in with the information requested.

## **13. Alternative Bids**

- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

## **14. Bid Prices**

- 14.1 The prices quoted by the Bidder in the Price Schedule shall conform to the requirements specified below.
- 14.2 Equipment thereunder must be listed and priced separately in the Price Schedule. The price quoted shall correspond to 100% of the items.
- 14.3 The price to be quoted in the 'Letter of Financial Bid' in accordance with ITB Para 12.1 shall be the total price of the bid.

- 14.4 The price quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account, **unless otherwise specified in the BDS**. The bid submitted with adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- 14.5 The price shall be quoted as specified in the Form of Price Schedule given in **Section VI - Bidding Forms**. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. Prices shall be entered in the following manner:
- (i) the unit and total price of the Goods on DDP (Delivered Duty Paid) – Consignee Location basis;
  - (ii) the price of related services as specified in Section V - Schedule of Requirements;
  - (iii) Goods and Services Tax (GST) payable on the Goods and related services if the contract is awarded

## **15. Bid Currency**

- 15.1 The bidder should submit its quote in Indian Rupees only.
- 15.2 Bids, where prices are quoted in any other currency shall be treated as non - responsive and rejected.

## **16. Documents establishing the compliance of Goods**

- 16.1 To establish the conformity of the Goods to the Bidding Documents, the Bidder shall furnish as part of its Bid, **Technical Compliance Sheet** as per Form provided in **Section VI: Bidding Forms** and the documentary evidence that the Goods conform to the technical specifications and standards specified in **Section V - Schedule of Requirements**.
- 16.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the **Section V - Schedule of Requirements**.
- 16.3 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V - Schedule of Requirements.

## **17. Documents establishing the eligibility and Qualification of the Bidder**

- 17.1 To establish Bidder's their eligibility in accordance with ITB Para 5, Bidders shall complete the Letter of Technical Bid, included in **Section VI - Bidding Forms**.
- 17.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in **Section IV - Qualification and Evaluation Criteria**.

## **18. Period of validity of Bids**

- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser in accordance with ITB Para 22.1. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- 18.3 The Bidder who agrees to the extension of the period of validity of bids so requested by the Purchaser shall also extend the period of validity of bid securities submitted by them or submit new bid security to cover the extended period of validity of their bids. A bidder whose bid security is not extended or new bid securities not submitted shall be considered to have refused the request to extend the period of validity of its bids and rejected as non-responsive. The decision of the Purchaser will be final and binding in this regard.

## **19. Bid Security**

- 19.1 Bidders shall furnish as part of their bid, a Bid Security Declaration as per the format provided in Section VI – Other Standard Forms
- 19.2 Any bid not accompanied by Bid Security Declaration as specified in ITB Para 17.1 above shall be rejected by the Purchaser as non-responsive.
- 19.3 Bidder will be suspended and declared ineligible for two years from the date of suspension, to submit bids/proposals against Request for Bids / Request for Proposals issued by the Purchaser, in the following cases:
  - (a) When the bidder withdraws or modifies its bid during the validity of bids as specified in the Letter of Bid; or
  - (b) when the bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity, (i) fail or refuses to execute the Contract; or (ii) fail to furnish the Performance Security, if required in accordance with the Bid Documents.
- 19.4 The Micro and Small Enterprise (MSE) bidders, registered with MSME or those

registered with NSIC are exempted from submission of bid security. In such case, bidder should submit copy of MSME or National small industries corporation (NSIC) registration and documents showing exemption from submission of bid security, in lieu of bid security.

## **20. Format and Signing of Bids**

- 20.1 The Bidder shall submit the online bids as per the instruction provided in the e-procurement portal of FIND India.
- 20.2 The Technical Bid and original of the Financial Bid shall be typed or written in ink with all pages serially numbered and signed by the bidder or a person duly authorized to sign on behalf of the bidder in token of acceptance of the terms and conditions of the Bidding Documents. This authorization shall consist of a written confirmation **as specified in the BDS** which shall be attached to the Bid.
- 20.3 Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are duly signed or initialled by the person signing the bid.

## **D. SUBMISSION AND OPENING OF BIDS**

### **21. Submission of Bids**

- 21.1 Bidders has to submit their bids **through FIND India E-procurement System only** (<https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx>). Bidders have to follow the process as specified below:

..

- Register with FIND India E-procurement portal for supplying goods or for providing services.
- Sign up in a secure manner and manage their access password.
- Create and manage profiles online.
- Receive online and email notifications for RFPs for various procurements.
- Submit electronic bids in response to Bid document/RFPs issued by SAMS on behalf of FIND India or directly by FIND India.

- 21.2 If bidder is not registered yet on FIND India E-procurement system, kindly go through the attached "USER MANUAL" pdf below the link, for the process of vendor registration which will provide the guidance for using this vendor portal and onward submission of the proposal.

- 21.3 **Please find below the link for vendor registration**  
<https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx>





FIND\_UserManual\_V  
endorRegistration.pdf

## **22. Deadline for Submission of Bids**

- 22.1 Bids must be submitted online before the given deadline and no later than the date and time **specified in the BDS**.
- 22.2 The date of submission and opening of bids shall not be extended except when –
- a) Adequate number of bids have not been received within the given time and the Purchaser is of the opinion that further bids are likely to be submitted if time is extended; or
  - b) the Bidding Documents are required to be substantially modified because of discussions in pre-bid meeting or otherwise and the time for preparations of bids by the prospective bidders appears to be insufficient for which such extension is required.
- 22.3 In cases where the time and date of submission of bids is extended, an amendment to the Bidding Documents shall be issued in accordance with ITB Para 10, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline extended
- 22.4 If the due date for submission of bids declared as non-working day, the bids shall be received and opened at the same time and hour on the next working day.

## **23. Late Bids**

- 23.1 Bidder will not be able to submit bids online after closing of the deadline (date and time) for the submission of the bid as specified in the BDS.
- 23.2 Manual submission of bid is also not allowed.

## **24. Withdrawal, Substitution and Modification of Bids**

- 24.1 A bidder may substitute, or modify its bid before the deadline for online submission of bids.
- 24.3 No bid shall be withdrawn, substituted, or modified after the time and date fixed for submission of online bids as specified in the BDS.

## **25. Opening of Bids**

- 25.1 The Purchaser will open all bids, online at the time, on the date, and at the place specified in the **Key Bidding information**. The Bidders can view the online bid

- opening after Login as Vendor using username and password. The name of Bidders shall appear to Bidders attending online bid opening.
- 25.2 The Technical Bid shall be opened at the first instance **at 03.30 PM on 07/02/2023**.
- 25.3 The summary of opening of technical bids shall be generated online and bidders may view the response online on the website.
- 25.4 After the technical evaluation of bids are completed, the Purchaser shall notify those Bidders (through procurement portal itself) whose Bids are found non-responsive at technical evaluation stage, their Financial Bids will not be opened.
- 25.5 The Purchaser shall simultaneously notify in writing those Bidders that have qualified during technical evaluation stage and inform them of the date, time and location for the opening of the Financial Bids. The same information will be updated on the FIND India procurement portal also.
- 25.6 The Financial Bids shall be opened online by the Purchaser of those Bidders found qualified during technical evaluation stage. The summary of financial bid opening will be generated online on the procurement portal, which can be viewed by the bidders also after opening and acceptance of the bids by the purchaser.

## **E. EVALUATION AND COMPARISON OF BIDS**

### **26. Confidentiality**

- 26.1 Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is communicated to all Bidders
- 26.2 Any effort by a Bidder to influence the Purchaser in the evaluation or contract award decisions may result in the rejection of its Bid.
- 26.3 Notwithstanding ITB Para 26.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

### **27. Preliminary Examination of Bids**

- 27.1 The Bid Evaluation Committee constituted by the Purchaser shall conduct a preliminary scrutiny of the opened bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:
- (a) that the bid is signed, as per the requirements listed in the Bidding Documents;
  - (b) that the bid is signed by authorised signatory
  - (c) the bid is valid for the period, specified in the Bidding Documents;
  - (d) that the bid is accompanied by due Bid Security declaration;
  - (e) that the bidder has submitted manufacturer authorization form (in case of bidder is dealer/agent/ non-manufacturer)
  - (f) Bidder agreed to terms and conditions of bid including delivery period
  - (g) that the bid is unconditional and that the bidder has agreed to give the required performance security; and
  - (h) whether any other conditions specified in the Bidding Documents are fulfilled.
  - (i) The Bidder is eligible to supply the goods required under this bid as per basic eligibility specified under ITB para 5 above.
  - (j) The Bidder is categorised as Class – I Local Suppliers as per the order Ref. No. P-45021/2/2017-PP (BE-II) dated 16 September, 2020<sup>3</sup> issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. A Class-I Local Supplier means a supplier or service provider, whose goods, services or works offered for procurement has local content equal to or more than 50%. The bidder is required to give an undertaking in the Form TECH-1: Form of Bid (Technical) of section -II of the Bid Document to the above effect.

### **28. Clarification of Bids**

- 28.1 To assist in the examination, evaluation, comparison and qualification of the bids, the Bid Evaluation Committee may, at its discretion, ask any bidder in writing for

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<sup>3</sup> <https://dipp.gov.in/sites/default/files/PPP%20MII%20Order%20dated%2016%2009%202020.pdf>

- clarification by a specific date regarding its bid specifically therein that if the bidder does not comply or respond by that date his bid shall be liable to be rejected. The request of the Committee for clarification and the response of the bidder thereto shall be in writing. Depending on the outcome, such bids shall be ignored or considered further;
- 28.2 Any clarification submitted by a bidder with regard to his bid that is not in response to a request by the Committee specifically shall not be considered;
- 28.3 No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Committee in the evaluation of the financial bids;
- 28.4 No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted under any circumstances;
- 28.5 All communication generated as above shall be included in the record of the procurement proceedings.

## **29. Immaterial Non-conformities in Bids**

- 29.1 The Bid Evaluation Committee may waive non-conformities in the bid that do not constitute a material deviation, reservation or omission and deem the bid to be responsive;
- 29.2 The Bid Evaluation Committee may request the bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, GSTIN Registration Certificate, etc. within a reasonable period of time. Failure of the bidder to comply with the request within the given time shall result in the rejection of its bid;
- 29.3 The Bid Evaluation Committee may rectify immaterial non-conformities or omissions on the basis of the information or documentation received from the bidder under ITB Para 29.2.

## **30. Determination of Technical Responsiveness**

- 30.1 The Bid Evaluation Committee constituted by the Purchaser shall determine the responsiveness of a bid to the Bidding Documents based on the contents of the bid submitted by the Bidder;
- 30.2 A bid shall be deemed to be substantially responsive if it meets the requirements of the Bidding Documents without any material deviation, reservation, or omission where: -
- (a) "deviation" is a departure from the requirements specified in the Bidding Documents;

- (b) “reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
  - (c) “omission” is the failure to submit part or all of the information or documentation required in the bidding documents.
- 30.3 A “material deviation, reservation, or omission” is one that,
- (a) If accepted, shall:-
    - (i) effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Bidding Documents; or
    - (ii) limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Purchaser or the obligation of the Bidder under the proposed contract; or
  - (b) if rectified shall unfairly affect the competitive position of other Bidders presenting responsive bids;
- 30.4 The Bid Evaluation Committee shall examine the technical aspects of the bid in particular to confirm that all requirements of Bidding Documents have been met without any material deviation, reservation or omission;
- 30.5 The Bid Evaluation Committee shall regard a bid as responsive if it conforms to all requirements set out in the Bidding Documents, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Bidding Documents, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the bid;
- 30.6 Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.

## **31. Nonconformities, Errors and Omissions**

- 31.1 Provided that a Bid is substantially responsive, the Bid Evaluation Committee may waive any nonconformities in the Bid.
- 31.2 Provided that a bid is substantially responsive, the Purchaser or authorised representative may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 31.3 Provided that a bid is substantially responsive, the Bid Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

## **32. Qualification of the Bidder**

- 32.1 The Purchaser shall determine to its satisfaction whether the Bidder meets the qualifying criteria **specified in Section IV - Evaluation and Qualification Criteria**
- 32.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Para 17
- 32.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser/ Evaluation Committee shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

## **33. Financial Evaluation and Comparison of Bids**

- 33.1 In order to evaluate Financial Bids, the Purchaser shall consider the following:
  - (a) evaluation will be done for Items, as **specified in the BDS**; and the Bid Price as quoted in accordance with ITB Para 14.
  - (b) price adjustment for correction of arithmetic errors in accordance with ITB 34
  - (c) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 31
  - (d) the additional evaluation factors are specified in **Section IV: Evaluation and Qualification Criteria**
- 33.2 The Purchaser shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 33 to determine the lowest evaluated bid. The comparison shall be on the basis of DDP (place of final destination) prices, together with prices for any required installation, training, commissioning and other services. The evaluation of a bid will exclude and not take into account IGST / SGST / CGST payable on the Goods and related services if the contract is awarded to the Bidder.
- 33.3 If Bidders are allowed to quote separate prices for different models, the methodology to determine the lowest evaluated price of the Equipment combinations, including any discounts offered in the Letter of Financial Bid Form as specified in BDS and in **Section IV - Evaluation and Qualification Criteria**

## **34. Correction of Arithmetical Errors**

- 34.1 Provided that the Bid is substantially responsive, the Bid Evaluation Committee shall correct arithmetical errors in the following cases, namely:
  - (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Committee there is an obvious

- misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a calculation of the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 34.2 If the price bid is ambiguous leading to two equally valid total price amounts, the bid shall be treated as non-responsive and rejected.
- 34.3 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB Para 34.1, shall result in the rejection of the Bid.

### **35. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**

- 35.1 The Employer reserves the right to accept or reject any bid, and to cancel / annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the Purchaser shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

## **F. AWARD OF CONTRACT**

### **36. Award Criteria**

- 36.1 The Purchaser shall award the Contract to the Bidder whose bid has been accepted after evaluation of bids.
- 36.2 The contract shall not be awarded to more than one bidder by splitting the quantity as given in Schedule of Requirements.

### **37. Purchaser's Right to vary Quantities at the time of Award**

- 37.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section IV, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

### **38. Notification of Award**

- 38.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of Goods (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price").
- 38.2 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.
- 38.3 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB Para 38.1, requests in writing the grounds on which its bid was not selected.

### **39. Performance Security**

- 39.1 Within twenty-eight (28) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using the Performance Security Form included in **Section IX: Contract Forms**, or another Form acceptable to the Purchaser.
- 39.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
- 39.3 The validity of the performance security shall be for a period of 45 days beyond the date of completion of all contractual obligations.

### **40. Signing of Contract**

- 40.1 Promptly after notification of Award, the Purchaser shall send the successful Bidder the Contract Agreement
- 40.2 Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser



## Section III – Bid Data Sheet (BDS)

The following specific data for the goods and related services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB

ITB Para Reference	Particulars
	<b>A. General</b>
ITB 1.1	The reference number of the Notice Inviting Bids (NIB) is: <b>SAMS/FIND India /G/2022/0092/Proc/Cons/ATI/14/2022</b> The Purchaser is: Strategic Alliance Management Services Pvt. Ltd, B-18, Sector-06, NOIDA Gautam Budh Nagar (U.P.)- 201301
ITB 7.2	<a href="http://www.samsconsult.com/FIND.aspx">http://www.samsconsult.com/FIND.aspx</a>
	<b>B. Bidding Documents</b>
ITB 8.1	The Purchaser's address for the purpose of any clarification is: Strategic Alliance Management Services Pvt. Ltd, B-18, Sector-06, NOIDA Gautam Budh Nagar (U.P.)- 201301 <i>E-mail: <a href="mailto:procurement@samsconsult.com">procurement@samsconsult.com</a></i> <i>Phone: +0120-4161355, 56, 57</i> Requests for clarification should be received by the Purchaser no later than: 05.00 PM 24/01/2023
ITB 8.2	<a href="http://www.samsconsult.com/FIND.aspx">http://www.samsconsult.com/FIND.aspx</a>
ITB 9.1	Pre-Bid Meeting shall be scheduled on hybrid mode (online & offline): <b>Yes</b> The name of contact person, venue, time and date for pre-bid meeting are specified as under: Name of contact person: <b>Mr. Dinesh Kumar, Manager (Procurement)</b> Contact Details: <b>Phone: 0120-4161355, 56, 57, Mobile: 8800257774;</b> <b>e-mail: <a href="mailto:kumard@samsconsult.com">kumard@samsconsult.com</a>, <a href="mailto:procurement@samsconsult.com">procurement@samsconsult.com</a></b> Address of Venue: Strategic Alliance Management Services Pvt. Ltd, B-18, Sector-06, NOIDA Gautam Budh Nagar (U.P.)- 201301 Time and Date: <b>11.00 AM on 25/01/2023</b> The meeting shall be held online. Prospective bidder may use the link <a href="https://join.skype.com/rm9fapyCBodZ">https://join.skype.com/rm9fapyCBodZ</a>
ITB 10.2	<a href="http://www.samsconsult.com/FIND.aspx">http://www.samsconsult.com/FIND.aspx</a>
	<b>C. Preparation of Bids</b>
ITB 11.1 (xii)	The Bidder shall submit the following additional documents in its Bid: <b>None</b>
ITB 13.1	Alternative Bids <b>shall not be</b> considered.
ITB 14.4	The price quoted by the bidder shall be <b>fixed</b> during the Bidder's performance of the Contract and shall not be subject to variation on any account, <b>except for GST, payable on Goods and related services.</b>
ITB 18.1	The bid validity period shall be <b>120 days after the deadline for bid submission.</b>

<b>ITB 20.2</b>	<p>The written confirmation of authorization to sign on behalf of the Bidder shall consist of:</p> <p>(1) <b>Copy of Resolution of Board of Directors</b></p> <p>(2) <b>Authorization Letter issued by Competent authorized on bidder firms letter head / official stationary</b></p> <p>(3) <b>Notarized affidavit</b></p>
<b>D. Submission and Opening of Bids</b>	
<b>ITB 22.1</b>	<p>Bidders are requested to submit their bids online through <b>FIND India e-Procurement system</b>.</p> <p><a href="https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx">https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx</a></p> <p>The deadline for online Bid Submission is: <b>03.00 PM on 07/02/2023</b></p>
<b>ITB 25.1</b>	<p>The Purchaser will open all bids online</p> <p>The date and time for online Bid opening is: <b>03.30 PM on 07/02/2023</b></p> <p><a href="https://join.skype.com/qCdkEhL02MKA">https://join.skype.com/qCdkEhL02MKA</a></p>
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 37.1</b>	<p>The maximum percentage by which quantities may vary is: <b>±25% (Twenty Five percent)</b></p>

## **Section IV – Evaluation and Qualification Criteria**

This Section contains all the criteria that the Purchaser shall use to evaluate a bid and qualify the Bidders in accordance with ITB 30 and 32 no other factors, methods or criteria shall be used.

### **1. Evaluation (ITB 32)**

#### **1.1. Evaluation Criteria {ITB 33.1 (e)}**

The Purchaser shall use the criteria and methodologies listed in this Section to evaluate Bids. By applying the criteria and methodologies the Purchaser shall determine the Most Advantageous Bid. This is the Bid that meets the Qualification Criteria and has been determined to be:

- a) substantially responsive to the bidding document, and
- b) the lowest evaluated cost. with applicable warranty if specified in the section 3.A.Technical Specifications – General Requirements

The determination of bidder quoting lowest evaluated cost shall be based on the comparison of evaluated bid price carried out on “Delivered Duty Paid (DDP) consignee site basis”, and cost of related services quoted by substantially responsive bidders.

### **2. Qualification of the Bidder (ITB 32)**

#### **2.1 Qualification Requirements (ITB 32.1)**

**After preliminary scrutiny of bids in accordance with ITB Para 27 above, Bidder's shall be assessed for their qualification for the Schedules quoted by them as per criteria given below:**

Technical Qualification of the Bids/ quoted product shall be compared with the technical specification mentioned in the bid. The Bids/quoted product specification meeting the minimum technical specification mentioned in the bid (Section-V) shall be considered at technically qualified bid and shall be taken further evaluation.

#### **a) If the Bidder is a manufacturer:**

##### **i) Experience and Technical Capacity**

- a) Bidder should be in continuous business of manufacturing / supplying the similar Goods as specified in the bid during last three years prior to bid opening and should have manufactured and supplied the similar Goods to the extent of **at least 80% of the quantity** to be procured under this Bid, during last three years preceding the date of opening of bids

## ii) Documentary Evidence

The Bidder shall furnish the following documentary evidence to demonstrate that it fulfills the experience and technical capacity, as above:

- a) Details of past experience in support of qualification requirement given in para i).a), including past performance of the Goods offered and on those of similar nature within the past three years, details of current contracts in hand and other commitments (as per form given in **Section VI, Bidding Forms- Performance Statement Form**).
- b) Furnish at least 2 or more documentary evidence (**Client's certificate**) in support of the satisfactory execution including timely supply by the Bidder during last three years. Purchaser may seek feedback from Clients on satisfactory supply of the goods supplied to them. In case, Purchaser gets two or more adverse feedback from existing end users, bids of those bidders will not be considered for further evaluation. In addition, the Purchaser may take technical feedback from Govt. facilities for the use of particular goods offered by the bidder.
- c) Brief write-up, backed with adequate data explaining the Bidder's available capacity and experience (both technical and commercial) for the manufacture and/or supply of the required Goods within the specified time of completion after the meeting of all of the Bidder's current commitments.

## b) If Bidder is not manufacturer:

### i) Experience and Technical Capacity

- a) If a Bidder is not a manufacturer but is offering the Goods on behalf of the Manufacturer under Manufacturer's Authorization Form (Section VI, Bidding Forms), the Bidder shall demonstrate that it has supplied the similar Goods to the extent of at least **40% of the quantity** to be procured under this Bid, during last three years preceding the date of opening of bids.

The Bidder shall furnish the following documentary evidence to demonstrate that it fulfills the experience and technical capacity, as above:

- a) Details of past experience in support of qualification requirement given in para i).a), including past performance of the Goods offered and on those of similar nature within the past three years, details of current contracts in hand and other commitments (as per form given in **Section VI, Bidding Forms- Performance Statement Form**).
- b) Furnish at least 2 or more documentary evidence (**Client's certificate**) in support of the satisfactory execution including

timely supply by the Bidder during last three years. Purchaser may seek feedback from Clients on satisfactory supply of the goods supplied to them. In case, Purchaser gets two or more adverse feedback from existing end users, bids of those bidders will not be considered for further evaluation. In addition, the Purchaser may take technical feedback from Govt. facilities for the use of particular goods offered by the bidder.

- c) Brief write-up, backed with adequate data explaining the Bidder's available capacity and experience (both technical and commercial) for the manufacture and/or supply of the required Goods within the specified time of completion after the meeting of all of the Bidder's current commitments.

**c) Technical demonstration of Goods / Equipment offered:**

- a) Prior to contract award, the lowest evaluated substantially responsive Bidder will be requested to organize demonstration/ sample evaluation of the goods, for inspection of quality and its efficient operation and demonstration of performance parameters before Purchaser or its authorized team. In case, the goods does not perform satisfactorily and does not pass quality / performance test, the bid would be deemed to be non-responsive and Purchaser reserves the right to move to next lowest evaluated responsive bidder for such a technical demonstration of goods.
- b) the bidder shall arrange for demonstration of offered goods at desired location intimated later by Purchaser, at own cost, either directly or through authorized Dealer /Distributors, as the case may be, for verification by the Purchaser, whether the goods offered meets the accuracy and other quality parameters as indicated in Technical Specifications at Section IV. The bidder should be prepared to do so by keeping one sample unit of the quoted goods ready at its disposal.

## Section V – Schedule of Requirements

### A. List of Goods and Equipment required:

Seq. No.	Sch. No.	Description	Unit Pack Size	Total Qty. required (Nos)
1	Sch. 1	Long 1 ml tips with filter	Pack of 960	1,64,160
1	Sch. 2	Cryo-vial, sterile with cap, 1.5 ml	Pack of 500	2,04,500
1	Sch. 3	Filter paper - sheets	Pack of 100	45,600
1	Sch. 4	PP-tubes for centrifuge, sterile, 50 ml	Pack of 500	1,03,500
2		Single use plastic Pasteur-pipettes sterile individually packed	Pack of 500	1,88,000
1	Sch. 5	Bags for waste bin- 2 Liters	Pack of 100	23,000
2		Plastic bags - 30L(Red) & Biohazard Autoclavable bag	Pack of 100	26,700
3		Plastic bags - 30L(Yellow) & Biohazard Autoclavable bag	Pack of 100	8,600
1	Sch. 6	Laboratory Coats (Size-Large)	box of 50	1,450
2		Laboratory Coats (Size-Medium)	box of 50	4,400
3		Laboratory Coats (Size- Small)	box of 50	1,300
1	Sch. 7	Surgical gowns (Size- large)	box of 20	2,160
2		Surgical gowns (Size- Medium)	box of 20	2,060
3		Surgical gowns (Size- Small)	box of 20	2,960
1	Sch. 8	Sterile, DNA-/RNAse-free TIPS, 1.0 - 20 µl	Pack of 960	1,68,000
2		Sterile, DNA-/RNAse-free TIPS, 20 - 200 µl,	Pack of 960	3,14,880
3		Sterile, DNA-/RNAse-free TIPS 100 - 1000 µl	Pack of 960	2,91,840
1	Sch. 9	Potassium dihydrogen phosphate	Bottle of 1kg	261
2		di-Sodium hydrogen phosphate anhydrous	Bottle of 1kg	255
3		N-acetyl-L-cysteine (NALC)	Bottle of 100g	336
4		tri-Sodium citrate dihydrate	Bottle of 1kg	74

**Note: Bidders can submit bid for any one or more or all Schedules based on their technical capability and qualification criteria specified in the ITB. Bidders are requested to quote for the whole quantity in a schedule. If a bidder quoted for partial quantity in a schedule, the bid will be rejected.**

**If the bidder pack size is different than the pack size mentioned above in the table, the bidder pack size should be clearly mentioned in their bid and also the total quantity quoted should be equal to more than the requirement mentioned in the table above.**

**B. Delivery & Completion Schedule**

The Delivery Order to 70 consignee/locations across the country (consignee addresses will be given at contract award stage). The delivery shall be made within **45 days** from the date of issue of the Delivery Order.

**C. Terms of Delivery**

**DDP – at consignee locations**

**D. Consignee Addresses:** The details/ address of consignees will provided at the time of issuing purchase order.

### 3. Technical Specifications

Seq. No.	Sch. No.	Description of Consumables and Medical Supplies	Unit Pack Size	Quantity (No. of Packs/kits)	Technical Specifications
1	Sch. 1	Long 1 ml tips with filter	Pack of 960	1,64,160	Sterile, made of PE; with filters; long tip ( + 120 mm)
1	Sch. 2	Cryo-vial, sterile with cap, 1.5 ml	Pack of 500	2,04,500	1.5 ml, screw cap (with O-ring), conical shape bottom micro-centrifuge tube for optimal pellet formation, better visualization of pellet and effective processing during DNA extraction procedure, made of PP with frosted marking area, sterile, stable at –196 °C to 121 °C; should be able to withstand centrifugation (maximum RCF) of 20,000xg free from RNase, DNase, DNA and endotoxins, not-self-standing, packaging of preferably 25 tubes per pack
1	Sch. 3	Filter paper - sheets	Pack of 100	45,600	Filter paper sheet, 460 x 570 mm (approx.), weight approx. 87g/sq. m, packaging of 100 sheets
1	Sch. 4	PP-tubes for centrifuge, sterile, 50 ml	Pack of 500	1,03,500	Centrifuge tubes -50ml, made of polypropylene, conical shape bottom with tight screw cap, , walls thick enough to allow centrifugation ( maximum RCF) up to 5000x g, solvent resistant, with white labeling area and black graduations, flat PE caps which can close with quick 3-4 turns, allowing one handed operation. Tubes should be radiation sterilised to ensure non-cytotoxicity. Pack size of 25 tubes.
2		Single use plastic Pasteur-pipettes sterile individually packed	Pack of 500	1,88,000	Sterile; single use; made of plastic; volume 1.5 - 3 ml with graduations marked as 0.5, 1.0, 1.5, 2.0, 2.5 and 3.0 (pack of 500).
1	Sch. 5	Bags for waste bin- 2 Liters	Pack of 100	23,000	Material- Translucent disposable Plastic Bag (Biodegradable). HDPE/LLDPE/PP bags made from biodegradable, virgin, non-chlorinated polymer material, Autoclavable and thickness of sheet shall be minimum 55 micron. • Class, Sizes & Dimension-Volume: 2 Liter, approx. 200 mm width and 300 mm length, Flat rectangular bag (for tolerance limits refer IS 9738 : 2003) • Workmanship & Finish- Puncture proof-Acid and Alkali Resistant, Smooth surfaces free from defects such as foam, unevenness, crease, fish eye mixture of foreign matter, pin holes, finish of cut portions shall bear good workmanship. • Requirements- Bags shall meet requirements under IS 9738: 2003 & drop test under IS 12395: 1988 • Material sheet used shall match all requirements under relevant IS code Bags shall be steam permissible and withstand autoclaving (a Temperature up to 1350 C). Packing & Packaging – Packet of 100 bags packed in outer poly bag, Ready to use. Carton containing number of packets of poly bags shall be of adequate strength to last till intended end use Carton shall also contain complete information over label viz., product name, produced by, Address. Date of Manufacturing, Expiry (18 months from date of Mfg.), Size and Batch Number. The disposal should be in lines with the BMW Guidelines, 2016 and guidelines of CPCB amended from time to time
2		Plastic bags - 30L(Red) & Biohazard Autoclavable bag	Pack of 100	26,700	Material- Plastic Bag (Biodegradable) Red HDPE/LLDPE/PP bags made from biodegradable, virgin, non-chlorinated polymer material, autoclavable and thickness of sheet shall be minimum 55 micron. • Class & Sizes-Volume: 30 Lt. (24" x 28"). • Dimensions- Flat rectangular Bags of sizes indicated above (for tolerance limits refer IS 9738: 2003), an easy to hold collar tie knot arrangement. • Workmanship & Finish- Puncture proof-Acid and Alkali Resistant, Smooth surfaces free from defects such as foam, unevenness, crease, fish eye mixture of foreign matter, pin holes, Finish of cut portions shall bear good workmanship. • Requirements- Bags shall meet requirements under IS 9738: 2003 & drop test under IS 12395: 1988 • Bags shall be preprinted as per requirements of Bio Medical Waste Management Rules- 2016 (amended till date) • Material sheet used shall match all requirements under relevant IS code Bags shall be steam permissible and withstand autoclaving (a Temperature up to 1350C) • Marking- Properly Labeled Poly bag carrying information viz., product name produced by, Address. Date of Manufacturing, Expiry (at least 18 months from date of Mfg.), Size and Batch Number. Packing & Packaging – Packet of 100 bags packed in outer poly bag, Ready to use. Carton containing number of packets of poly bags shall be of adequate strength to last till intended end use. Carton shall also contain complete information over label. The disposal should be in lines with the BMW Guidelines, 2016 and guidelines of CPCB amended from time to time



Seq. No.	Sch. No.	Description of Consumables and Medical Supplies	Unit Pack Size	Quantity (No. of Packs/kits)	Technical Specifications
3		Plastic bags - 30L(Yellow) & Biohazard Autoclavable bag	Pack of 100	8,600	Material- Plastic Bag (Biodegradable) Red/Yellow/ Blue/HDPE/LLDPE/PP bags made from biodegradable, virgin, non-chlorinated polymer material, autoclavable and thickness of sheet shall be minimum 55 micron. • Class & Sizes-Volume: 30 Lt. (24" x 28"). • Dimensions- Flat rectangular Bags of sizes indicated above (for tolerance limits refer IS 9738: 2003), an easy to hold collar tie knot arrangement. • Workmanship & Finish- Puncture proof-Acid and Alkali Resistant, Smooth surfaces free from defects such as foam, unevenness, crease, fish eye mixture of foreign matter, pin holes, Finish of cut portions shall bear good workmanship. • Requirements- Bags shall meet requirements under IS 9738: 2003 & drop test under IS 12395: 1988 • Bags shall be preprinted as per requirements of Bio Medical Waste Management Rules- 2016 (amended till date) • Material sheet used shall match all requirements under relevant IS code Bags shall be steam permissible and withstand autoclaving (a Temperature up to 1350C) • Marking- Properly Labeled Poly bag carrying information viz., product name produced by, Address. Date of Manufacturing, Expiry (at least 18 months from date of Mfg.), Size and Batch Number. Packing & Packaging – Packet of 100 bags packed in outer poly bag, Ready to use. Carton containing number of packets of poly bags shall be of adequate strength to last till intended end use. Carton shall also contain complete information over label. The disposal should be in lines with the BMW Guidelines, 2016 and guidelines of CPCB amended from time to time.
1	Sch. 6	Laboratory Coats (Size-Large)	box of 50	1,450	Laboratory Coat, Size Large, Blue color, Disposable, Sterile with elastic wrist cuffs, water repellent in pack of 50 pieces each
2		Laboratory Coats (Size-Medium)	box of 50	4,400	Laboratory Coat, Size Medium, Blue color, Disposable, Sterile with elastic wrist cuffs, water repellent in pack of 50 pieces each
3		Laboratory Coats (Size-Small)	box of 50	1,300	Laboratory Coat, Size Small, Blue color, Disposable, Sterile with elastic wrist cuffs, water repellent in pack of 50 pieces each
1	Sch. 7	Surgical gowns (Size-large)	box of 20	2,160	Surgical gowns, non-sterile, size Large, Disposable, with elastic wrist cuffs, antistatic, partially resistant to fire and disinfectants like phenol, bleach and alcohol, back closing with binding bands made of main cloth material, individually packed and in box of 20 pieces each
2		Surgical gowns (Size-Medium)	box of 20	2,060	Surgical gowns, non-sterile, size Medium, Disposable, with elastic wrist cuffs, antistatic, partially resistant to fire and disinfectants like phenol, bleach and alcohol, back closing with binding bands made of main cloth material, individually packed and in box of 20 pieces each
3		Surgical gowns (Size-Small)	box of 20	2,960	Surgical gowns, non-sterile, size Small, Disposable, with elastic wrist cuffs, antistatic, partially resistant to fire and disinfectants like phenol, bleach and alcohol, back closing with binding bands made of main cloth material, individually packed and in box of 20 pieces each
1	Sch. 8	Sterile, DNA-/RNAse-free TIPS, 1.0 - 20 µl	Pack of 960	1,68,000	Sterile and free from DNase and RNase; made of PE; with compatible filters; 96 tips per pack
2		Sterile, DNA-/RNAse-free TIPS, 20 - 200 µl	Pack of 960	3,14,880	Sterile and free from DNase and RNase; made of PE; with compatible filters; 96 tips per pack
3		Sterile, DNA-/RNAse-free TIPS 100 - 1000 µl	Pack of 960	2,91,840	Sterile and free from DNase and RNase; made of PE; with compatible filters; 96 tips per pack
1	Sch. 9	Potassium dihydrogen phosphate	Bottle of 1kg	261	Chemical name: Potassium Di Hydrogen ortho Phosphate, Chemical formula: KH <sub>2</sub> PO <sub>4</sub> , Mol. Wt: 136.1, Minimum Assay 99%
2		di-Sodium hydrogen phosphate anhydrous	Bottle of 1kg	255	Chemical formula: Na <sub>2</sub> HPO <sub>4</sub> , For buffer; anhydrous; Mol. Wt.: 141.96
3		N-acetyl-L-cysteine (NALC)	Bottle of 100g	336	Chemical formula: C <sub>5</sub> H <sub>9</sub> NO <sub>3</sub> S, Mol Wt: 163.2, Purity≥99%
4		tri-Sodium citrate dihydrate	Bottle of 1kg	74	Chemical name: Trisodium citrate dihydrate, AR grade, Chemical formula: Na <sub>3</sub> C <sub>6</sub> H <sub>5</sub> O <sub>7</sub> .2H <sub>2</sub> O, Mol. Wt (FW):294.10, Purity: 99%

## Section VI – Bidding Forms

### Letter of Technical Bid

*The Bidder must prepare the Letter of Technical Bid on its letterhead clearly showing the Bidder's complete name and address.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Date: **[insert date (as day, month and year) of Bid Submission]**

Bid Ref. No.: **[insert number of bidding process]**

To: **[insert complete name of Purchaser]**

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB 10);
- (b) We meet the eligibility requirements and have no Conflict of Interest in accordance with ITB 4;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods:**[insert table giving brief description of the Goods, Equipment and Related Services]**;
- (d) Our bid shall be valid for a period fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3(e), other than alternative bids submitted in accordance with ITB 13;
- (g) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not debarred by any Procuring Entity under the State / UT Government, the Central Government, Autonomous body, Authority by whatever name called under them, UNOPS, UNDP, SAMS or GFATM as on the date of opening of bids;
- (h) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in ITB Para 3 of the Bidding Documents;

- (i) We hereby certify that we are neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract
- (j) We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
- (k) We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- (l) We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (m) We hereby certify that we are Class – I Local Suppliers as per the order Ref. No. P-45021/2/2017-PP (BE-II) dated 16 September, 2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India;
- (n) I/We hereby declare that we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries. I/We certify that our Organization \_\_\_\_\_ (add name and address of registered office of bidder / consortium partner, if any) is not from such a country, or if from such a country, has been registered with the Competent Authority and will not subcontract any work to a contractor from such countries unless such contractor is registered with the competent authority (wherever applicable, evidence of valid registration by the Competent Authority shall be attached). I/We hereby certify that our organization fulfils all requirements in this regard and is eligible to be considered.
- (o) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

Name of the Bidder \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_

## Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Bid Ref. No.: *[insert number of bidding process]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address: <i>[insert Bidder's legal address]</i>
4. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
5. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.3. <input type="checkbox"/> Organizational chart, a list of Board of Directors, and the beneficial ownership. <input type="checkbox"/> GSTIN Registration Certificate <input type="checkbox"/> Any other document

## ***Technical Specification Compliance***

Bidders must complete the table below for each quoted schedule.

**Schedule No. \_\_\_\_**

**Name of Item(s): \_\_\_\_\_**

Sr. No.	Tender Technical Specification Requirement	Bidder's Specification (technical compliance/ Deviation, if any)
		Make: .....
		Model:.....
	As per Technical Specifications given in Section V: Schedule of Requirements	

## Form of Price Schedule

### Price Schedule for Goods

*[The Bidder shall fill in the Price Schedule Form for Goods in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods specified by the Purchaser in the Schedule of Requirements and may be appropriately modified as per requirement of particular Goods].*

1 Sch. No.	2 Description of Consumables and Medical Supplies	3 Unit Pack size	4 Qty. (No. of Packs)	5 Price (INR)			
				Per Unit DDP Price - at Consignee Site basis	Total DDP Price (at Consignee Site basis)	GST [%age & value]	Total Price (at Consignee Site) including GST payable
				(a)	(b) = (a) x 4	(c)	(d) = (b) + (c)
Sch. 1	Long 1 ml tips with filter	Pack of 960	1,64,160				
Sch. 2	Cryo-vial, sterile with cap, 1.5 ml	Pack of 500	2,04,500				
Sch. 3	Filter paper - sheets	Pack of 100	45,600				
Sch. 4	PP-tubes for centrifuge, sterile, 50 ml	Pack of 500	1,03,500				
	Single use plastic Pasteur-pipettes sterile individually	Pack of 500	1,88,000				
Sch. 5	Bags for waste bin- 2 Liters	Pack of 100	23,000				
	Plastic bags - 30L(Red) & Biohazard Autoclavable bag	Pack of 100	26,700				
	Plastic bags - 30L(Yellow) & Biohazard Autoclavable	Pack of 100	8,600				
Sch. 6	Laboratory Coats (Size-Large)	box of 50	1,450				
	Laboratory Coats (Size-Medium)	box of 50	4,400				
	Laboratory Coats (Size- Small)	box of 50	1,300				
Sch. 7	Surgical gowns (Size- large)	box of 20	2,160				
	Surgical gowns (Size- Medium)	box of 20	2,060				
	Surgical gowns (Size- Small)	box of 20	2,960				
Sch. 8	Sterile, DNA-/RNase-free TIPS, 1.0 - 20 µl	Pack of 960	1,68,000				
	Sterile, DNA-/RNase-free TIPS, 20 - 200 µl,	Pack of 960	3,14,880				
	Sterile, DNA-/RNase-free TIPS 100 - 1000 µl	Pack of 960	2,91,840				
Sch. 9	Potassium dihydrogen phosphate	Bottle of 1kg	261				
	di-Sodium hydrogen phosphate anhydrous	Bottle of 1kg	255				
	N-acetyl-L-cysteine (NALC)	Bottle of 100g	336				
	tri-Sodium citrate dihydrate	Bottle of 1kg	74				

Total Price in figures and words:

\_\_\_\_\_

Place: _____	Name _____	
_____	Signature _____	of _____ Bidder
Date: _____	Seal of the Bidder	
_____		

***Note: If the bidder standard pack size is different than the pack size mentioned above in the table, the bidder should clearly mention their standard pack size in their financial bid and should maintain the total quantity quoted as equal to or more than the requirement mentioned in the table above.***

## Form of Bid Security Declaration

[Please refer to ITB Para 17 of the Bid Document]

*[The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[date (as day, month and year)]*

Bid Ref. No.: *[number of bidding process]*

Ref:

To

The Director  
M/s Strategic Alliance Management  
Services Pvt. Ltd. B-18, Sector-6,  
Noida, G.B. Nagar  
Uttar Pradesh – 201301

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of 2 (two) years starting on *the date of suspension*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Technical Bid; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\_\_\_\_\_

Title of the person signing the Bid\_\_\_\_\_

Signature of the person named above\_\_\_\_\_

Date signed \_\_\_\_\_



## Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS**.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Bid Ref. No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid, the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 29 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## Proforma for Performance Statement (for a period of last three years)

Name of the Firm \_\_\_\_\_

Order placed by (full address of Purchaser)	Order No. and Date	Description and quantity of ordered goods	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply of goods been satisfactory performance? *
				As per contract	Actual		
1	2	3	4	5	6	7	8

Signature and seal of the Bidder

The Bidder shall also furnish the following documents in connection with their past performance:

- i. Copy of Purchase Orders
- ii. Copy of Invoices
- iii. Proof of Payment received from Purchasers
- iv. Documentary evidence (Client's certificate) in support of satisfactory completion of contract

## Proforma for Other Details of Bidder, Manufacturer and its Bank

1. Name & full address of the Manufacturer:

2. (a) Telephone & Fax No

Office /Works

(b) Email

3. Location of the manufacturing factory.

4. Name & full address of the Bidder

5. (a) Telephone/Mobile & Fax No

Office/Factory/Works

(b) Email

6. Details of two Persons that Purchaser may contact for requests for clarification during bid evaluation:

	1 <sup>st</sup>	2 <sup>nd</sup>
(i) Name:		
(ii) Tel number (direct):		
( iii) Mobile No.		
(iv) Email address		

7. Bank details from where the Bank Guarantee for Bid Security has been issued:

(i) Name and address of the Bank:

(ii) Name of the contact Person

(iii) Phone number/Mobile

(iv) Fax Number

(v) Email address

**Signature and seal of the Bidder**

## Section IX – General Conditions of Contract

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## Section VII. General Conditions of Contract

### 1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) "Contract" means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) "Day" means calendar day.
- (e) "Completion" means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "GCC" means the General Conditions of Contract.
- (g) Goods may include all articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of goods of the value of services or works or both does not exceed that of the goods themselves.
- (h) "Purchaser" means the entity purchasing the Goods, **as specified in the SCC.**
- (i) "SCC" means the Special Conditions of Contract.
- (j) "Subcontractor" means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (k) "Supplier" means the person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- (l) "Consignee Location" means the place named in the **Schedule of Requirements.**

### 2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof)

are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

### **3. Code of Integrity**

- 3.1 The Purchaser and all officers or employees of the purchaser, whether involved in the procurement process or otherwise, or Bidders and their representatives or consultants or service providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.
- 3.2 Purchaser prescribes to the its personnel and Bidders to uphold the Code of Integrity, which prohibits officers or employees of a Purchaser or a person participating in a procurement process the following:
- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
  - (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
  - (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
  - (iv) improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
  - (v) any financial or business transactions between the bidder and any officer or employee of the Purchaser, who are directly or indirectly related to tender or execution process of contract;
  - (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
  - (vii) any obstruction of any investigation or audit of a procurement process;
  - (viii) making false declaration or providing false information for participation in -
    - a) tender process or to secure a contract;
    - b) disclosure of Conflict of Interest;

- c) disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity

3.3 In case of any breach of the Code of Integrity by a bidder or a prospective bidder, as the case may be, the Purchaser after giving a reasonable opportunity of being heard, may take appropriate measures including –

- a) exclusion of the bidder from the procurement process;
- b) calling off of pre-contract negotiations and forfeiture or encashment of bid security;
- c) forfeiture or encashment of any other security or bond relating to procurement;
- d) recovery of payments made by the Purchaser along with interest thereon at bank rate;
- e) cancellation of the relevant contract and recovery of compensation for loss incurred by the Purchaser;
- f) debarment of the bidder from participation in any future procurements from Purchaser for a period not exceeding three years.

#### 4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

##### 4.2 Incoterms

- a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- b) The term DDP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms **as specified in the SCC** and published by the International Chamber of Commerce in Paris, France.

##### 4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

##### 4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

#### 4.5 Non-waiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### 4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

### 5. Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by a self-certified accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

### 6. Joint Venture or Consortium

- 6.1 If the Supplier is a joint venture, or consortium, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture or consortium. The composition or the constitution of the joint venture or, consortium, shall not be altered without the prior consent of the Purchaser.

### 7. Eligibility

- 7.1 The Supplier and its Subcontractors shall have the nationality of any country with which India has not banned trade relations.
- 7.2 All Goods to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term "origin" used in this clause means the place where the goods are



mined, grown, produced, or manufactured or from where the related services are arranged and supplied

## **8. Notices**

- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the **address specified in the SCC**. The term “in writing” means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective from the date of delivery or on the notice’s effective date, whichever is later. In case of electronic mode of communication, a notice shall be effective from the time of sending of the electronic communication.

## **9. Governing Law**

- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Union of India.

## **10 Settlement of Disputes**

- 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 Dispute Redress mechanism/ Committees: 2-tier (Procuring entity level headed by the Director, State Redress Committee).
- 10.3 If, the dispute is not settled through dispute settlement mechanism and if after sixty (60) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration wherever applicable, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.
- 10.4 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - (b) the Purchaser shall not be required to pay the Supplier any monies to the Supplier in respect of the matter related to the arbitration unless otherwise agreed.

## **11. Inspections and Audit by the Purchaser**

- 11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.
- 11.2 The Supplier shall permit, and shall cause its Subcontractors to permit, the Purchaser and/or persons appointed by the Purchaser to inspect the

Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Purchaser, if requested. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 3 [Code of Integrity], which provides, inter alia, that acts intended to materially impede the exercise of the Purchaser's inspection and audit rights provided for under this Sub-Clause 11.1 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Purchaser's prevailing sanctions procedures)

<b>12. Scope of Supply</b>	12.1	The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
<b>13. Delivery and Documents</b>	13.1	Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the <b>SCC</b> .
<b>14. Supplier's Responsibilities</b>	14.1	The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.
<b>15 Contract Price</b>	15.1	Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the <b>SCC</b> .
<b>16. Terms of Payment</b>	16.1	The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the <b>SCC</b> .
	16.2	The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and related services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.
	16.3	Payments shall be made by the Purchaser, after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it subject to the defect liability as specified in the <b>SCC</b> .
	16.4	The payments shall be made to the Supplier under this Contract in Indian Rupees only.
<b>17. Taxes and Duties</b>	17.1	The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

## **18. Performance Security**

- 18.1 If required as specified in the SCC, the Supplier shall, within fifteen (15) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
- 18.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 The Performance Security if required, shall be denominated in Indian Rupees and shall be in one of the format stipulated by the Purchaser in the **SCC**.
- 18.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

## **19. Copyright**

- 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

## **20. Patent Indemnity**

- 20.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 20.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
  - (a) the installation of the Goods by the Supplier or the use of the Goods at the Purchaser's Site; and
  - (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 20.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 20.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 20.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 20.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 20.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

**21. Confidential Information**

- 21.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.
- 21.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.

21.3 The obligation of a party under GCC Sub-Clauses 21.1 and 21.2 above, however, shall not apply to information that:

- (a) the Purchaser or Supplier need to share with the such institution(s) participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

21.4 The above provisions of GCC Clause 21 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

21.5 The provisions of GCC Clause 21 shall survive completion or termination for whatever reason, of the Contract.

## **22. Subcontracting**

22.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

22.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

## **23.**

### **Specifications and Standards**

23.1 Technical Specifications and Drawings

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 33.

**24. Packing and Documents**

- 24.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 24.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the Purchaser.

**25. Insurance**

- 25.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

**26. Transportation and Incidental Services**

- 26.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.
- 26.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, **specified in SCC**:
- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 26.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services

## **27. Inspections and Tests**

- 27.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods as are specified in the **SCC**.
- 27.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Purchaser's Country as specified in the **SCC**. Subject to GCC Sub-Clause 27.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 27.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 27.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 27.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 27.5 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 27.6 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 27.4.
- 27.7 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 27.5, shall release the Supplier from any warranties or other obligations under the Contract.

## **28. Liquidated Damages**

- 28.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the **SCC**. Once the

maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35.

## **29. Warranty**

- 29.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 29.2 Subject to GCC Sub-Clause 23.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the state.
- 29.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**.
- 29.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 29.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 29.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **30 Limitation of Liability**

- 30.1 Except in cases of criminal negligence or willful misconduct, the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement.

## **31. Change in Laws and Regulations**

- 31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in India (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced



cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

### **32. Force Majeure**

- 32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **33. Change Orders and Contract Amendments**

- 33.1 The Purchaser may at any time order the Supplier through notice in accordance to GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and
  - (d) the related services to be provided by the Supplier.
- 33.2 If any such change causes an increase or decrease in the cost of, or the time required for the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- 33.3 Prices to be charged by the Supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the

prevailing rates charged to other parties by the Supplier for similar services.

- 33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

#### **34. Extensions of Time**

- 34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of related services pursuant to GCC Clause 14, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 28, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

#### **35. Termination**

##### **35.1 Termination for Default**

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 34;
  - ii) if the Supplier fails to perform any other obligation under the Contract; or
  - iii) if the Supplier, in the judgment of the Purchaser has engaged in breach of Code of Integrity, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods procured by the Purchaser.. However, the Supplier shall continue performance of the Contract to the extent not terminated.

##### **35.2 Termination for Insolvency.**

The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In

such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

### 35.3 Termination for Convenience.

The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

to have any portion completed and delivered at the Contract terms and prices; and/or

to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

## **36. Assignment**

36.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## Section VIII – Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC

<b>GCC 1.1(h)</b>	The Purchaser is: _____
<b>GCC 1.1 (l)</b>	The Project Site(s)/Final Destination(s) is <b>Specified in Schedule of Requirement.</b>
<b>GCC 4.2 (b)</b>	The version edition of Incoterms shall be <i>2020</i>
<b>GCC 8.1</b>	<p>For <b><u>notices</u></b>, the Purchaser's address shall be:</p> <p>_____</p> <p>For <b><u>notices</u></b>, the Supplier's address shall be:</p> <p>_____</p>
<b>GCC 10.3</b>	<p>The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.3 shall be as follows:</p> <p>i) In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Purchaser and the Supplier. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act 1996.</p> <p>ii) If one of the parties fails to appoint its arbitrator in pursuance of sub clause (a) above, within 30 days after receipt of the notice of the appointment of its arbitrator by the other party, then the appointment of the Arbitrator shall be made in accordance with the provisions of the Arbitration and Conciliation Act 1996.</p> <p>iii) The venue of Arbitration shall be New Delhi and the language of the arbitration proceedings and that of all councils and communications between the parties shall be English.</p> <p>iv) The decision of the majority of arbitrators shall be final and binding upon parties. The cost and expenses of Arbitration proceedings will be paid as</p>

	<p>determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation, etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.</p> <p>v) The provisions of the Arbitration and Conciliation Act of 1996 along with the Rules herewith and any statutory modification or reenactment thereof shall apply to arbitration proceedings.</p> <p>vi) If a dispute under the Supplier Contract raises the same issues as those in respect of a related dispute with another supplier contract, the Purchaser will have the option of having the arbitration proceedings joined.</p>
<b>GCC 12 (additional clause 12.2)</b>	<p>Add as a new Clause 12.2 of the GCC</p> <p><i>[ in case annual maintenance services are required post warranty, add these clauses with modifications as appropriate]</i></p> <p>The supplier will provide 2 years warranty that will include Comprehensive Annual maintenance (Contract) including all spare parts and repair <i>[insert as required]</i></p> <p>The supplier shall visit each site at least twice a year for preventive maintenance of equipment. During such visits, shall provide operational training to concerned staff on use of equipment. The Schedule of such visits should be shared with consignee in advance. The manufacturer should be able to provide service of equipment across the State within 24- 48 hours after receipt of breakdown report for the metro location and within 3-5 days for the non-metro located instruments, failing which a penalty as stipulated below will apply</p> <p>During the Warranty period in case of non-compliance of the above, liquidated damages at the rate of 0.075% of the Contract Price per non-functional unit per day, beyond timeline given above (for metro and non-metro located instruments) shall be imposed and equivalent amount shall be deducted from the performance security</p>
<b>GCC 13.1</b>	<p>Details of Documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> <li>(i) One original and two copies of the supplier's commercial invoice in name of Purchaser, indicating the Contract number, Goods description, quantity, unit price, and total amount being claimed. Invoices must be signed in original and stamped, or sealed with the company stamp/seal;</li> <li>(ii) Two copies of the packing list identifying contents of each package</li> <li>(iii) One original of the manufacturer's Warranty Certificate covering all items supplied;</li> <li>(iv) Original and two copies of Certificate of Inspection furnished to supplier by the nominated agency (where inspection is required);</li> </ul>

	<p>(v) Original and two copies of Internal Test Analysis Report of the Manufacturer for the items offered</p> <p>(vi) Original of supplier's Certificate of Origin covering all items supplied;</p> <p>(vii) Any other/additional procurement-specific documents required for delivery/payment purposes showing delivery up to final destination.</p>
<b>GCC 15.1</b>	The prices charged for the Goods supplied and the related Services performed shall be fixed during the performance of the contract.
<b>GCC 16.1</b>	<p>The payment under this Contract shall be released by the Purchaser after due scrutiny, verification of documents submitted by supplier. Payment shall be made by Electronic clearing systems (ECS) to the Supplier's nominated bank account. The method and conditions of payment to be made to the Supplier shall be as follows:</p> <p><i>[the clauses below are suggestive; the purchaser may modify as appropriate]</i></p> <p><b>(a) On Delivery:</b> Hundred (100) percent of the Contract Price of the Goods delivered to the consignee shall be paid within Forty Five (45) days of submission of documents specified in SCC Clause 13 above and <b>Final Acceptance Certificate</b>.</p>
<b>GCC 18.1</b>	<p>Within 15 days after the Supplier's receipt of Notification of Award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 3% <i>[insert as appropriate]</i> of the contract value, valid up to 90 days after the date of completion of performance obligations including warranty obligations.</p> <p>In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of <b>12 months</b> and the Performance Bank Guarantee for proportionate value shall be extended 90 days over and above the extended warranty period.</p>
<b>GCC 18.3</b>	The performance security shall be in the form of a bank guarantee and the named beneficiary shall be _____ <b>[name of purchaser]</b> . The bank guarantee shall be issued by a Scheduled Bank in India and in the format provided in the Bidding Documents.
<b>GCC 18.4</b>	The Performance Security will be discharged and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligation, under the contract.

<b>GCC 24.2</b>	<p>The packing, marking and documentation within and outside the packages shall be</p> <p><u>Packing Instructions:</u> The Supplier will be required to make separate packages for each Consignee. Each package will be marked with proper paint/indelible ink with the following: <i>[insert as required]</i></p>
<b>GCC 25.1</b>	The insurance shall be in an amount equal to 110 percent of the CIP value of the Goods from “warehouse” to “warehouse” on “All Risks” basis, including war risks and strikes showing purchaser as Beneficiary.
<b>GCC 26.1</b>	The Supplier is required under the Contract to transport the Goods to the specified place of final destination. Transportation to such place of destination, including unloading, insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs are included in the Contract Price.
<b>GCC 26.2</b>	Incidental services to be provided are: As per Section – V Schedule of Requirement – Technical Specifications
<b>GCC 27.1</b>	The Supplier shall conduct tests to confirm that the goods supplied are as per specification and enclose the test and inspection certificate along with supply.
<b>GCC 27.2</b>	<p>The Purchaser or his representative may conduct the Inspections of the facility any time before the award of contract and also conduct Inspection for the Goods any time before or after the dispatch of Goods.</p> <p>Unless the Goods supplied according to the Schedule of Requirements is satisfactorily installed and training on use of the equipment is provided, the Consignee will not issue the Final Acceptance Certificate.</p>
<b>GCC 28.1</b>	Applicable rate shall not exceed one-half percent ( <b>0.5%</b> ) per week or part thereof
<b>GCC 28.1</b>	The maximum amount of liquidated damages shall be: 10%
<b>GCC 29.3</b>	<p>(i) In partial modification of the provisions, the warranty period shall remain valid for the period specified in Schedule of Requirements</p> <p>For purposes of the Warranty, the place(s) of final destination(s) shall be: as specified in the schedule of requirement</p> <p>The consignees mentioned in the Schedule of Requirement (Section V)</p>
<b>GCC 29.5</b>	The defective material supplied to the destination should be replaced within 30 days of the intimation from the consignees/ FIND/SAMS <i>[modify period as appropriate]</i>

## Section – IX Contract Form

### Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made

the *[insert: **number**]* day of *[insert: **month**]*, *[insert: **year**]*.

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of {insert name of Country of Purchaser}, or corporation incorporated under the laws of {insert name of Country of Purchaser}]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), of the one part, and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”), of the other part :

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
  - (a) the Letter of Acceptance
  - (b) the Letter of Technical Bid and Financial Bid
  - (c) the Addenda Nos. \_\_\_\_\_ (if any)
  - (d) Special Conditions of Contract
  - (e) General Conditions of Contract
  - (f) the Specification (including Schedule of Requirements and Technical Specifications)
  - (g) the completed Schedules (including Price Schedule)
  - (h) any other document listed in GCC as forming part of the Contract



3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[ insert identification of official witness]*

# Letter of Acceptance

*[on letterhead paper of the Purchaser]*

..... **date.** .....

To: *[insert name and address of the Supplier]*

Subject: **Contract No.** .....

This is to notify you that your Bid dated \_\_\_\_\_ *[insert **date of bid submitted by the bidder**]* for the execution of \_\_\_\_\_ *[insert **brief description of Goods and related services**]* against Bid Invitation Ref. No. \_\_\_\_\_ *(insert **Bid Ref. No.**)* is hereby accepted by the Purchaser for the Contract Amount of Rs. \_\_\_\_\_ *[insert **amount in numbers and words**]*, as corrected and modified in accordance with the Instructions to Bidders.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose the *of* the Performance Security Form included in Section IX, Contract Forms of the Bidding Documents.

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Purchaser: .....

# Performance Security

## Bank Guarantee

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

**Beneficiary:** *[insert name and Address of Purchaser]*

**Date:** *\_ [Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *\_ [insert name of Supplier]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of *\_ [insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.

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*[signature(s)]*

**Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

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<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance.*

<sup>2</sup> *Insert the date twenty-eight days after the expected completion dates described in GC Clause 18.4. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

**Final Acceptance Certificate (FAC) on Receipt of items**

(This certificate is to be issued to SAMS and copy to Supplier and FIND India. FAC 'should be signed in ORIGINAL'.)

**FAC No.**

**Date**

To

Strategic Alliance Management Services Pvt. Ltd,  
B-18, Sector-06, NOIDA  
Gautam Budh Nagar (U.P.)- 201301

This is to certify that the Goods as detailed below have been received without any physical damage.

Project Name	Procurement Services to Foundation for Innovative New Diagnostics India (FIND India)
Purchaser	Strategic Alliance Management Services Pvt. Ltd, on behalf of FIND India
Contract i.e. NOA No. & Date	
<b>Description of Goods Supplied</b> Name of Consumables Make: Serial. No. (If applicable) Expiry Date (if applicable):	
Quantity supplied in Numbers	
Name of Supplier	
Invoice No. and Date	
<b>Date of Delivery/Receipt at Consignee Destination site</b>	
Consignee full Address Name Address Contact No. Fax No.	

**Seal and Signature of Designated Consignee**

**Name:**

**Designation:**

**Seal:**

**Contact No:**

**Fax No.:**

**Copy To: (with Original Stamp and signature)**

1. To Supplier
2. Procurement Officer, Foundation for Innovative New Diagnostics, India (FIND India), Flat No. 6 & 8 – 14, 9<sup>th</sup> Floor, Vijaya Bank Building, 17, Barakhamba Road, New Delhi -110001, India.