

**EXPORT INSPECTION AGENCY – MUMBAI  
PILOT TEST HOUSE**

(Ministry of Commerce & Industry, Government of India)  
E-3, MIDC, Andheri (East), Mumbai – 400 093.  
Head Office: Aman Chambers – (4<sup>th</sup> Floor),  
113, Maharishi Karve Road, Mumbai – 400 004.

**Tender Enquiry No.EIA/MUM/PTH/TENDER/2009/1**

**LABORATORY EQUIPMENTS/INSTRUMENTS/ACCESSORIES FOR EXPORT  
INSPECTION AGENCY, PILOT TEST HOUSE- MUMBAI**

**TERMS & CONDITIONS AND INSTRUCTIONS TO TENDERERS**

1. **INVITATION**

Export Inspection Agency-Mumbai, Pilot Test House, (referred to as “the purchaser” in this Tender Document) invites Sealed Tenders under two bid system i.e Technical bid and Financial bid for supply, installation, commissioning application support and training, as applicable for Laboratory equipments/Instruments/Accessories for its Laboratory at Pilot Test House, E-3, MIDC, Andheri (East), Mumbai–400093.

2. **COST OF TENDER DOCUMENT & EARNEST MONEY DEPOSIT (EMD)**

Cost of Tender Document and Earnest Money Deposit shall be as detailed below:  
The cost of Tender Document and Earnest Money Deposit (EMD) shall be paid through Bank Draft/Bankers Cheque drawn in favour of “Pilot Test House” payable at “Mumbai” and **EMD** amount shall accompany with the **technical tender/offer**. The tender document is not transferable; also the cost of tender document is not refundable. The tender not accompanied with EMD shall be summarily rejected. The tenderer shall return the duly signed tender document on all pages with their sealed offer. The EMD and tender document is as given below:

Sr.No.	Name of Item / Equipment / Instrument	Quantity required	EMD Amount (Rs)	Cost of Tender document (Rs)
1.	Purge and Trap concentrator	One	35000/-	200/-
2	Low bleed capillary column for GCMS	Four	2500/-	
3	Graphite Tubes with integrated Platform	Ten	1000/-	
4	Multi channel Micropipette	Two	1500/-	
5	HPLC Columns	Two	1500/-	
6	Bio-safety Cabinet	One	3000/-	
7	Air purifier	Three	1500/-	
8	Rotary Vacuum Pump for LCMSMS	One	10000/-	
9	HPLC MS Cartridge for LCMSMS	One	1000/-	
10	Xterra MS Column for LCMSMS	One	1000/-	
11	Hot Air oven	Two	1000/-	
12	Twin cooling system refrigerator	One	1500/-	
13	Autoclave	One	6000/-	
14	Electronic Analytical Balance	One	4000/-	
15	Standard Reference Material (SRM)	Eleven	2000/-	
16	Sonicator	One	1000/-	

Tender notice along with Tender document can also be seen on our website <http://www.eicindia.org>. Tender document can be downloaded from the website and in such cases the tenderer should pay the tender document amount of Rs.200/- by Bank Draft/Bankers Cheque drawn in favour of "Pilot Test House" payable at "Mumbai" along with Tender/Offer. Tender document containing detailed specification, terms & conditions and instructions to the tenderers can be obtained from above address during working days from 10.30 hrs to 17.30 hrs.

### 3. SUBMISSION OF TENDER DOCUMENT

**The last date for receipt of the bid is 09-02-2010 (11.45hrs)**

**Date of opening of Technical bid is 09-02-2010 (12.15 hrs)**

(N.B: In the event of the above date(s) being declared a holiday, the last date of submission of completed bid(s) shall be on the next working day).

- a) The tender should be addressed to:  
**The Deputy Director In charge**  
**Export Inspection Agency-Mumbai**  
**Pilot Test House,**  
**E-3, MIDC,**  
**Andheri (East)**  
**Mumbai- 400 093**
- b) The Tenderers are requested to give detailed tender in their own form in two bid i.e

**Part A- Technical Bid. 2 Copies**  
**Part B- Financial Bid. 2 Copies**

(1<sup>st</sup> Copy in Original, 2<sup>nd</sup> Copy- Photostat Copy)

- c) Tender should be submitted in two (2) parts, one comprising technical offer/tender and another financial offer/tender, both to be submitted in separate sealed envelopes. The sealed envelope containing EMD should be super scribed “**EMD**” and stapled separately with the envelope containing the technical bid. Technical offer/tender and financial offer/tender should be identical except that the technical offer/tender should not indicate prices. These two envelopes i.e. technical and financial offer/tender should be duly sealed separately and superscribed clearly with tender enquiry number respectively on top labeled as technical and financial offers which should be again put in another larger envelope and sealed properly and superscribed, as “**Tender for Laboratory equipments/Instruments/Accessories**” with **tender enquiry number along with due date of opening of technical offer/tender**. The Envelope should be addressed to The Deputy Director Incharge, Export Inspection Agency-Mumbai, Pilot Test House, E-3, MIDC, Andheri (East), Mumbai-400093.
- d) The individuals signing the tenders and related documents must specify the capacity in which they are signing i.e. Sole Proprietor, Partner, Agent, Authorized Signatory or Attorney etc. The name and designation of the person (s) signing the tender documents should be mentioned.
- e) The tendering firms should quote based on conditions referred to above. In case any terms and conditions herein are not acceptable to the tendering firm they should specifically state the deviation in their offer/tender. The quotation break-up should be given item wise/for each item.
- f) Tenders received after the last date i.e. 09-02-2010 (**11.45hrs**) will not be considered. It will therefore be in the interest of the tenderers to ensure that

the tenders are submitted well in time and no liabilities will be developed on us for transit delays.

- g) **RIGHT OF ACCEPTANCE OF OFFER:** Offers without requisite EMD & Incomplete offers especially with regard to not detailing the specifications of the equipments are liable to be rejected. The **Joint Director, Export Inspection Agency-Mumbai** reserves the right to accept or reject any offer in whole or in part without assigning any reasons.
  - h) **JURISDICTION:** All questions, disputes or differences arising out of contract, if concluded shall be subject to exclusive jurisdiction of Hon'ble Court of Justice at Mumbai.
  - i) All tenders shall be submitted on the letterhead of the tendering firm in English or in Hindi.
4. The **Technical bid (Part A)** should accompany complete specification, manufacturers name, address and following details
- a. The details of Laboratory equipments/Instruments/Accessories with configuration/technical specifications/requirements/application area are provided in Annexure-I. The Laboratory equipments/Instruments/Accessories may be indigenous or imported in full or part. The same should be specifically mentioned including the name of the equipments/components/accessories which are not indigenous. Laboratory equipments/Instruments/Accessories with latest technology may be given preference.
  - b. Laboratory equipments/Instruments/Accessories should be provided with the required calibration certificate/certificate of performance/validation document/Authorization letter/approval document from organization of reputed/or their equivalent, as applicable. **Authorization letter** should be specified with the validity period. All certificates should be certified as "True copy".
  - c. All necessary catalogues/applications vis-à-vis configuration/technical literatures/ data/ application notes etc. as are considered essential for full and correct evaluation of the offers made shall invariably accompany the tender.
  - d. The Standard Reference Material (SRM)/Analytical standard to be supplied with "Certificate of analysis" for the lot/batch No. supplied and to be invariably from the latest batch of production.
  - e. The complete details of the Standard Reference Material (SRM)/Analytical standard to be mentioned in the tender, like make/brand/various pack size, concentration, procedure for dilution, purity, Catalogue No., CAS No., Date of expiry etc.
  - f. Instruction/operation Manual and application notes as necessary to enable the user to put the equipments/ Instruments/Accessories etc. for proper use are to be provided.
  - g. The supply of spare part is to be guaranteed at least for a period of 5 years after the supply of the equipment.

- h. If any departure or substitution from the specifications of the Laboratory equipments/Instruments/Accessories contained in Annexure-I to this tender document is involved this should be clearly indicated in the tender.
  - i. Offers made with alternative/equivalent specifications should contain sufficient details to show the alternate would serve the purpose.
  - j. Mention clearly in the Technical bids regarding address and contact details of their authorized service centers for service/repair of the equipments available. Supplier having such arrangements near Mumbai would be preferred.
  - k. The equipments/instruments are required to be installed at Pilot Test House, Mumbai - 400093 and subsequently training is to be provided free of cost to the concerned Laboratory personnel on site, whenever necessary.
  - l. All pages of Technical bid have to bear signature of authorized signatory and duly stamped.
5. The **Financial bid (Part B)** should contain cost of the items and other following details as given below:
- a. Prices quoted must be firm and shall be in Indian currency (INR) In case the items are imported the prices quoted should be also in Indian rupees (INR).
  - b. Prices must be stated for each item separately. The percentage of discount, if any, on the each item as well as on total price should be quoted if the order to that extent be placed with the tenderer.
  - c. Price quoted for Laboratory equipments/Instruments/Accessories should be for delivery F.O.R. to the laboratory at Pilot Test House, E-3, MIDC, Andheri (East), Mumbai-400093 inclusive of all charges such as packaging, Transportation, transit insurance, installation, commissioning and application/technical support/trainings, as applicable. In the event of transportation charges mentioned separately Pilot Test House has right to include the same in the original price of goods and will not be borne separately.
  - d. DUTIES & TAXES: If excise duty or any other charges like Octroi, Sales tax, VAT, etc. are to be paid extra the same may be specifically stated. In the absence of any such stipulation in the tender it will be presumed that the prices quoted by the tenderer are inclusive of all such charges and no liability for such payments will develop upon the purchaser. Forms C/D will not be provided by Pilot Test House. Provide TIN number of the firm along with the CST/WCT No. allotted by the concerned authorities in your quotations.
  - e. The rates quoted shall be valid for a period of 120 days from the date of opening of the tender offer.
  - f. Prices for above mentioned accessories and spares etc. shall be itemized. Offers with lump-sum prices should be avoided and care should be taken to list out each item of spares and quantity recommended and also the individual prices for these items.
  - g. PERFORMANCE SECURITY/BANK GUARANTEE: The successful tenderer shall furnish performance security in form of bank guarantee from a commercial

bank for an amount equal to 10% of total value of the contract and valid till the expiry of the warranty period, as security deposit for the satisfactory performance of the Laboratory equipments/Instruments/Accessories supplied under the contract.

- h. **TERMS OF PAYMENT:** For indigenous as well as imported equipments payment to the extent of 90% will be made after delivery, satisfactory installation/ commissioning, as applicable, and balance 10% after receipt of Performance Bank Guarantee for 10% of total order value to be valid for one year from date of installation and acceptance. If no Bank Guarantee is given the balance 10% will be paid after satisfactory performance including implementation of Application requirements and training. Payment will be done after raising the **BILLS/INVOICE**, subject to successful installation and commission of instrument.
6. Indicate the names and addresses of the Indian reputed organization/Govt. Labs where you have supplied the similar equipment/Instrument/Accessories and may attach the satisfactory performance report of the same from the user organization. Based on the above information Pilot Test House will have its option to obtain details of the equipment, their performance, after sales services etc. for evaluation of tender, directly from the concerned laboratory.
7. **DELIVERY PERIOD:** Delivery period for each Laboratory equipments/Instruments/Accessories should be within 45 days from the date of placement of Order. However, **preference may be given to the tenderers who could supply the materials immediately or earlier than the due date which shall be specifically mentioned in the tender/offer.** The delivery period mentioned in Purchase Order/Tender bid should be adhered to. Goods should not be dispatched until the vendor receives a firm order.
8. **INSTALLATION AND COMMISSIONING:** All goods received would be subjected to inspection by Pilot Test House before or after receipt or commissioning (as applicable). Equipment/Instrument/Accessories ordered require to be installed at the respective floor and place at Pilot Test House. In case the tenderer/supplier fails to satisfactorily install/commission the Equipment/Instrument/Accessories they shall be liable for its withdrawal/replacement without any liability on the purchaser. Rejected items/ good/ stores shall be removed by the supplier at its own cost and risk, within 30 days of receipt of notice for the removal of such good and no liability whatsoever on the Pilot Test House shall be attached for the rejected/disapproved goods/items/stores. Prerequisite for installation if any should be mentioned.
9. **WARRANTY:** The items covered by the schedule of requirement shall carry minimum one year of comprehensive warranty from the date of acceptance of the items by PTH. The tenderer shall also furnish the details of terms and condition of

Warranty. The successful tenderer shall furnish the following Warranty wherever applicable in case the order is placed on them. It shall also be guaranteed that spare parts and accessories will be supplied if and when required by the purchaser after the warranty period also. The defects if any observed during warranty period are to be rectified free of charge/arranging free replacement wherever necessary. **Preference will be given for the bidder quoting more period of warranty.**

10. AFTER SALES SERVICE

- a. Charges towards Annual Maintenance Contract (AMC) services for equipments after expiry of guarantee/warranty period to be specified. The bidders should also quote for AMC after warranty for the subsequent 1, 2, 3, 4 and 5 years. The AMC cost will be taken into account in deciding the lowest bidder. AMC charges should be for both comprehensive and non comprehensive maintenance.
- b. The names, addresses and contact numbers of their Authorized Service Centers in **Mumbai** should be mentioned

11. OPENING OF TENDERS

- a. The Tender shall be opened on 09-02-2010 (12.15 hours) in the office of Export Inspection Agency-Mumbai, Pilot Test House, E-3, M.I.D.C., Andheri (East), Mumbai-400 093 in presence of such tenderers who wish to be present during the opening of the technical tenders. In case, this date happens to be a declared holiday for the office of the purchaser, the tenders shall be opened at the appointed time and location on the next working day. Fax/E-mail/Telegraphic/Telex tenders will not be considered.
- b. During the opening of the Technical tender/offer, tenderers name, presence or otherwise of the requisite EMD and such other details, as the purchaser may consider appropriate, will be announced.
- c. Financial tender/offer shall be opened only for those tenderers who shall be declared successful on evaluation of the technical tender offer. The time and date for opening of financial tender/offer shall be intimated to the technically successful tenderers and their representatives may attend the opening of financial tender/offer. The financial tenders which are not opened during their opening shall not be considered for further evaluation.
- d. Joint Director, Export Inspection Agency-Mumbai reserves the right to accept any tender in full or in part or to reject the lowest or any or all tenders without assigning any reason therefore.