

LABORATORY / INSTRUMENTS / ACCESSORIES FOR EXPORT INSPECTION
AGENCY- KOLKATA LABORATORY

TERMS & CONDITIONS AND INSTRUCTIONS TO QUOTATIONERS

1. **INVITATION**

Sealed quotations are invited for supply of Laboratory Equipments/ Instruments /Accessories for the Export Inspection Agency – Kolkata under Buy Back Scheme.

2. **APPLICATION REQUIREMENTS**

The details for application requirement are given under Annexure.

3. **SPECIFICATION**

- (a) The details of laboratory equipments/ instruments/ accessories/ specification requirements and technical data are provided in Annexure
- (b) If a particular instrument/equipment including accessories is available both indigenously and also imported then offers may be made for both the instrument / accessories i.e. indigenous and imported separately in Indian currency.
- (c) Equipments /Instruments with latest technology based on software and/or digital display system and /or with printout devices for test results may be given preference.
- (d) Equipments /Instrument should be provided with the required calibration certificate wherever applicable.

4. **ALTERNATIVE OFFERS**

- (a) If any deviation or substitution from the specifications of the equipments contained in Annexure to this quotation document is involved this should be clearly indicated in the quotation.
- (b) Offers with alternative/equivalent specifications made should contain sufficient details to show the alternate would equally serve the purpose.
- (c) All necessary catalogues/applications vis-a-vis configuration/technical literature/data/application notes/detection limits, etc. As are considered essential for full and correct evaluation of the offers made shall invariably accompany the offers.

5. **PRICES**

- (a) Prices must be stated for each item separately. The percentage of discount, if any, on the each item as well as on total price for the entire demand should be quoted if the order to that extent be placed with the quotationer.
- (b) Price should be for delivery F.O.R Kolkata inclusive of charges such as packaging, forwarding and transit insurance, octroi where applicable. In case of local deliveries F.O.R Kolkata prices shall be deemed to include free delivery at EIA - Kolkata Laboratory.
- (c) Prices quoted must be firm and shall be in Indian currency.

6. **DUTIES & TAXES**

If it is desired to ask for excise duty or any other charges including Octroi and Sales tax to be paid extra, the same must be specifically stated with applicant rates and amount. In the absence of any such stipulation in the quotation it will be presumed that the prices quoted by the quotationer are inclusive of such duties, octroi, taxes and other charges and no liability for such payments will be developed upon purchaser.

7. **VALIDITY OF OFFERS**

Offers made shall remain open for acceptance for 60 days from the last date specified for receipt of offers. If the tenderers are unable to keep their offers open for 60 days, they should specifically state the period for which their offers are open. Tenderers may further note that in the absence of any indication in their tender it will be assumed that their offer will remain open for acceptance for a period of 60 days.

8. **DELIVERY PERIOD**

Delivery period for equipment/instruments/accessories **should be within 4 weeks from the date of placement of Order.** However, preference may be given to the quotationers who could supply the materials immediately or earlier than the due date which shall be specifically mentioned in the quotation /offer.

9. **INSTALLATION, COMMISSIONING AND TRAINING**

Quotationers must clearly and separately furnish in their offers the terms of installation, commissioning including training for operating the equipments and on application requirements, wherever necessary. Whether onsite training both for operational & application purpose at Export Inspection Agency-Kolkata will be offered with duration (i.e. 15 days or 1/2/3 months) may also be mentioned. For training at Quotationers Application Laboratory/site, the venue, duration and scope of such training may be indicated.

10. **INSTRUCTION MANUAL AND APPLICATION NOTES**

Instruction/operation Manual and Application notes are necessary to enable the user to put the equipment/instrument/apparatus to proper use. The successful quotationer shall furnish such Instruction/Operation manual and Application note along with the Equipments/Instruments. The quotationer shall clearly specify in the offer about his readiness to supply Instruction/Operation manual and Application notes. Cost, if any, for supply of such Instruction/Operation and Application manuals should be clearly stated. Such manuals may also be called for before finalising the purchase. However, preference may be given to the quotationers who submits the relevant Application notes along with the offers/quotation.

11. **GUARANTEE/WARRANTEE**

The successful quotationers shall furnish the following guarantee/ warrantee in case the contract is placed on them :

The equipments offered shall remain in good working condition for a minimum period of 12 months or more from the date of successful commissioning and within this period repair or replacement, if any, shall be provided free of cost. It shall also be guaranteed that spare parts and accessories will be supplied if and when required by the purchase after the warranty period also.

12. **AFTER SALES SERVICE**

The arrangements and charges for after sales service of the equipments should be clearly mentioned.

13. **TERMS OF PAYMENT**

For indigenous equipments as well as Imported Equipment/Instruments/Items etc Payment to the extent of 95% will be made after delivery and satisfactory installation commissioning & balance 5 % on satisfactory performance including training and implementation of Application as required

14. **CERTIFICATE ON CREDENTIALS**

Certificates and credentials of the quotationer's financial standing in support of supplies made by the quotationers to other Government departments/autonomous bodies/local bodies/undertakings etc. Shall be furnished along with the quotation.

15. **INCOME TAX CLEARANCE CERTIFICATE**

Every quotationers shall furnish along with their quotation a photostat copy of their valid/latest Income-Tax Clearance Certificate. Quotationers are also required to indicate their permanent Income-Tax Account Number in their quotation. Offers of quotationers who do not furnish photostat copy of the valid/latest Income-Tax Clearance Certificate or do not indicate their permanent Income-Tax Account Number in their quotation, are liable to be ignored.

16. **MODE OF SUBMISSION OF QUOTATIONS**

- (a) The firms should quote on the basis of conditions referred to above. In case any terms and conditions herein are not acceptable to the firm they should specifically state the deviation there from in the body of the quotation. Separate quotation should be given for each item.
- (b) All quotationers shall be submitted in the letter-head/ proforma invoice of the firm in English or in Hindi giving clearly the following informations:
 - (i) Sl.No. of the equipment/accessories/ as mentioned in Annexure for which the offer is made.
 - (ii) Details of the equipment/accessories offered with its specifications.
 - (iii) Rate per unit.
 - (iv) Delivery period.
 - (v) Validity period of offer

- (vi) Photocopy of latest Income-Tax Clearance Certificate.
 - (vii) Other details/documents as mentioned elsewhere in the terms and conditions.
- (c) Individual signing the quotations and connected documents must specify the capacity in which they sign (e.g.)
- (i) Whether signing as "Sole Proprietor" of the firm or as attorney.
 - (ii) Whether signing as "Partner of the firm" or as attorney.
 - (iii) Whether for the firm as "Agent".
- (d) Quotations received after the last date i.e. 14.12.2009 (15.00 hrs.) may not be considered. It will therefore be in the interest of the quotationers to ensure that the quotations are submitted well in time. It will be open to the quotationers to send their complete offer by FAX to ensure its receipt by the due date. Detailed offer must however be mailed immediately so as to reach within 3 days from the date of FAX offer.
- (e) quotation shall be enclosed in Sealed Envelope duly superscribed "Quotation for Laboratory Equipments/Instruments etc. The Envelope should be addressed to The Deputy Director(Lab), Export Inspection Agency- Kolkata, 'World Trade Centre', 10th floor, 14/1B, Ezra Street, Kolkata-700001.

17. **RIGHT OF ACCEPTANCE OF OFFER**

Incomplete offers specially with regard to not detailing the specifications of the equipments are liable to be rejected. The purchaser reserves the right to accept or reject lowest or any offer in whole or in part without assigning any reasons. It would, therefore, be in the interest of the quotationers to clarify understand that the purchaser may accept offers for any part of the configuration offered of his choice and the quotationers shall supply the same at the rate quoted.

18. **JURISDICTION**

All questions ,disputes of differences arising out of contract, if concluded shall be subject to exclusive jurisdiction of Hon'ble court of Justice at Kolkata.

19. **OPENING OF QUOTATIONS**

The quotations shall be opened on the same day at 16.00 hours in the office of Export Inspection Agency-Kolkata, 'World Trade Centre', 14/1B, Ezra Street, Kolkata - 700001 in presence of such quotationers who wish to be present during the opening of the quotations.

20. **PERFORMANCE BOND**

A Performance Bond, in the form of Bank guarantee to be submitted for an amount equal to 10% of the total value of the contract, valid till expiration of the warrantee period shall be furnished, as security deposit for the satisfactory performance of the equipment / instruments/ accessories.