


**Basic Details**

<b>Organisation Chain</b>	Department of Health Research  Indian Council of Medical Research		
<b>Tender Reference Number</b>	ICMR-NIV/2826/BSL-4/2021-22		
<b>Tender ID</b>	2022_DoHR_641649_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	As per tender document

**Tender Fee Details, [Total Fee in \* - 0.00]**

<b>Tender Fee in</b>	0.00	<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA				

**EMD Fee Details**

<b>EMD Amount in</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work / Item(s)**

<b>Title</b>	Supply and Installation of all in desktop computer.				
<b>Work Description</b>	as per tender document				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in</b>	19,00,000	<b>Product Category</b>	Miscellaneous Goods	<b>Sub category</b>	all in desktop computer
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	10	<b>Period Of Work(Days)</b>	10
<b>Location</b>	ICMR NIV PASHAN PUNE	<b>Pincode</b>	411021	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	ICMR NIV PASHAN PUNE

**Critical Dates**

<b>Publish Date</b>	11-Jan-2022 09:00 AM	<b>Bid Opening Date</b>	21-Jan-2022 12:00 PM
<b>Document Download / Sale Start Date</b>	11-Jan-2022 09:00 AM	<b>Document Download / Sale End Date</b>	20-Jan-2022 05:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	11-Jan-2022 09:00 AM	<b>Bid Submission End Date</b>	20-Jan-2022 05:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	as per tender document.	619.02

  

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender Notice 2826-21-22.pdf	AS PER TENDER DOCUMENTS	619.02

**Tender Inviting Authority**

<b>Name</b>	DIRECTOR
<b>Address</b>	National Institute of Virology (NIV),20/A Post Box No 11, Dr Ambedkar Road, Camp, Next Marathi Church, Pune, Maharashtra 411001

**Tender Creator Details**

<b>Created By</b>	Priya Abraham
<b>Designation</b>	Director
<b>Created Date</b>	10-Jan-2022 04:03 PM

**ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE**  
**NIV PASHAN UNIT**

**NOTICE INVITING TENDER**

**Enquiry No. ICMR-NIV/2826/BSL-4/2021-22**

**Due on: 20.01.2022**

Sealed tenders are invited up to **20<sup>th</sup> January, 2022** from reputed manufacturers, suppliers or their bonafide representatives/agents for supply, installation, testing, demonstration, training and commissioning of laboratory instruments; details of which are given in Part-I of tender document.

Tender document containing three parts (Part-I: Schedule of requirements, specifications and allied technical details, Part-II: Terms & Conditions of tender and Part-III: Checklist), may be downloaded from our Websites **[www.icmr.nic.in](http://www.icmr.nic.in)**, **[www.niv.co.in](http://www.niv.co.in)**, **[www.eprocure.gov.in](http://www.eprocure.gov.in)** & **[www.gem.gov.in](http://www.gem.gov.in)**. and offers be submitted to the **Director, ICMR-National Institute of Virology, Pune** within the stipulated date and time. Late/incomplete quotations will not be considered.

Bidders are advised to regularly visit ICMR-NIV website **[www.niv.co.in](http://www.niv.co.in)** for corrigendum/amendments, if any, which will be notified only on the above ICMR-NIV website. Director, ICMR-NIV, Pune reserves the right to accept or reject any/all applications without assigning any reason thereof.

**DIRECTOR**

# ICMR-NATIONAL INSTITUTE OF VIROLOGY, PASHAN, PUNE

## Part-I : SPECIFICATIONS

Supply and Installation of All in one Desktop Computers.

**Name of equipment** : All in one Desktop Computers  
**PP No** : 002826/2021-22  
**Quantity** : 20 No's.

### Technical Specification

#### 1) **Specifications:**

- Processor Motherboard : 11th Generation Intel® Core™ i7-1165G7 Processor (12MB Cache, up to 4.7 GHz)
- Video Card : NVIDIA® GeForce® MX330 with 2GB GDDR5 graphics memory
- Memory : 16GB, 16GBx1, DDR4, 2666MHz
- Hard Drive : 512GB Solid State Drive (Boot) + 1TB 5400RPM Hard Drive (Storage)
- Display :27-inch FHD display (1920 x 1080) Narrow Border Infinity Touch Display with Wide Viewing Angle
- Wireless Keyboard & Mouse, Web Camera

2) **Accessories:** as mentioned in the specifications.

3) **Operational and maintenance plan:** 3 years warranty

## **Part-II: TERMS & CONDITIONS**

### **IMP Note:**

a) These Terms & Conditions may be downloaded and a copy of the same, duly signed on each page by the tenderer must be accompanied with each tender. Otherwise the tender will not be considered.

b) The terms & conditions mentioned below shall be binding to the tenderer and no other terms and conditions of the tenderers shall be accepted by ICMR-National Institute of Virology, Pune. No correspondence in this regard will be entertained.

- 1) Tenderers are requested to give detailed tender **separately** in their **own forms** under **Single Bid System for below Rs. 25 lakhs and Two Bid System for above Rs. 25 Lakhs**. The bids which are in two bid system, create two separate bids for Commercial bid and Technical bid. EMD and Bank Guarantee should be a part of Technical Bid.

**The equipment quoted should be readily available and should be delivered within 15 days from the date of issue of Purchase Order.**

- 2) Submission and Opening of Bids

- (a) Place for submission of bid: Admin, ICMR-NIV, Pashan, Pune – 411021.
- (b) Date and Time for submission of bid : **20<sup>th</sup> January, 2022 before 17.00 hrs.**
- (c) The envelope should be superscribed **“Tender for (Name of the item); due on 20/01/2022** and to be submitted to the address given below so as to reach before due date & time.

**The Director  
ICMR- National Institute of Virology,  
Pashan Sus Road, Pashan,Pune – 411 021**

Bidders full address with email Id should also be indicated on the envelope.

- (d) ICMR-NIV, Pune will not be responsible:
  1. For delayed/late bids submitted/sent by post/courier etc.
  2. For non receipt of bids at proper place.
  3. Any bid received by ICMR-National Institute of Virology, Pune after the due date and time will not be accepted/considered under any circumstances.
- (e) Opening of bids: Bidders/agents need not to be present while opening of bids under single bid system. Tender Opening Committee of the institute will open the bids internally. Subsequently Technical Committee of the institute will evaluate the bids. The lowest evaluated bidder (lowest of technically qualified bidder) as per recommendations of technical committee will be accepted in each case. Decision of technical committee/competent authority of this institute will be final and binding in this regard.

- 3) **BID SECURITY/EARNEST MONEY DEPOSIT (EMD):** A Bid Security or Earnest Money equivalent to two per cent of value of the system/equipment must be furnished along with the Technical Bid in the form of Demand Draft from a scheduled Bank drawn in favor of the Director, ICMR-NIV, Pune payable at State Bank of India,

Pune Main Branch. EMD can also be furnished in the form of Bank Guarantee, as per specimen enclosed at Annexure 'A'. Bank Guarantee furnished other than the given specimen format will not be accepted and such tenders will be rejected straight away. Offers, if received without Bid Security will summarily be rejected. Offers, if received without Bid security will summarily be rejected. In case of exemption of EMD, the copy of the document in support of exemption may be attached with the bid. Earnest Money of successful bidder will be returned only .after installation, commissioning, satisfactory demonstration, training and acceptance by the end user of this institute. The Earnest Money of unsuccessful bidder whose technical bid has not been found suitable will be returned after receipt of Technical Committee recommendations. Such bidders will have to furnish request letter for refund of their EMD along with a Pre-receipt, duly signed on a revenue stamp of one rupee by an authorized signatory. **EMDs/Security Deposits that remains unclaimed for consecutive three financial years will be forfeited and credited to the Govt. treasury. No interest shall be payable on Bid Security/EMD/Security Deposit.**

4) The tenders must be clearly written or typed without any cancellations / corrections or overwriting. If there exists a difference in the amount quoted in words and numeric the lowest of them will be taken as the tender amount.

5) The Bid should accompany with complete specification, Manufacturer's name, address and relevant Literature / Brochures with Warranty terms & an undertaking that the bidder agrees to give a security deposit etc.

6) In case of Foreign Quote, the address of Principal's / Manufacturer's and their Banker's details should be furnished. The mode of dispatch should be by Air Post Parcel/Ocean Freight/Air Freight (on competitive rates) and on Freight to-pay basis only. The approximate dimensions of the packages and weight of consignment are to be indicated.

The Principal supplier should clearly indicate the address of the Indian Agent and percentage (%) of Agency Commission payable if any, to be paid to them directly in Indian Currency, which will be paid after the receipt of consignment in good condition, satisfactory installation, commissioning and training of the ordered equipment.

Indicate the Client list and details of suppliers made to Government Organization with name and contact number.

7) The bidder who submits the tender on behalf of their principals should produce documentary evidence in support of their authority to quote or submit proforma invoice of their principals.

8) The make / brand and name and address of the manufacturer, **Country of Origin, Country of Shipment and currency** in which rates quoted are to be mentioned.

9) Details regarding terms of payment must be mentioned clearly.

10) Indicate the names of the reputed Indian Organizations including ICMR Institutes/Centers where similar equipment was supplied and may attach the satisfactory performance report of the equipment from user Organization and the price finally paid.

11) Based on the above information ICMR-National Institute of Virology, Pune will have its option to obtain details of the goods, their performance, after sales services etc. for evaluation of the tender, directly from the concerned Labs./Scientist etc.

12) Attach a copy of latest DGS&D, New Delhi registration Certificate under the compulsory Scheme of Ministry of Finance regarding the registration of Indian Agent of foreign supplier wherever it is applicable.

13) The Tenderer is required to furnish the Permanent Account Number (PAN) allotted by Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration etc. should also be provided in the offer/bid. Xerox copy of GST Number also required

14) The Tenderer has to state in details the Electrical Power/UPS requirements, floor Space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system etc. and to run the tests. i.e. pre-installation facilities required for installation in the bid.

15) Cost of the items should be mentioned clearly in the Offer like:-

a) The optional and any other essential items / accessories required for the maintenance of the equipment for the next **three years** should also be specified in the offer separately.

b) Packing, Forwarding, Freight & Insurance and Commissioning Charges, if any extra, may be quoted separately in the Bid.

c) In case if the quote is F.O.R./F.O.B. basis, estimated insurance coverage charges should be paid by supplier.

d) CIF value both by Airfreight and Ocean freight.

e) The actual Tax Percentage if any should be specified clearly.

f) Equipment to be supplied should be insured by vendor against all risks for loss/damage from the date of shipment till such time it is delivered and installed at NIV in case of Indian Rupees or Foreign Currency transaction.

16) Discount offered should also be mentioned clearly in the bid.

17) All bank charges inside India to ICMR-National Institute of Virology, Pune account and outside India to Beneficiary's account.

18) The Tenderer's conditions printed on the tender or otherwise sent along with the tender shall not be binding on ICMR-National Institute of Virology, Pune.

**19) Tenders which are submitted without following the proper procedure will not be accepted:**

(a) Late/Unsigned/Incomplete Tenders.

(b) Conditional Offers.

(c) Tenders submitted by Fax / E-mail / Telegraphic

(d) Tenders, not accompanied an undertaking that the bidder agrees to give Security Deposit/Performance Bank Guarantee, will summarily be rejected.

**20) Cargo consolidations and custom clearance:** ICMR-National Institute of Virology, Pune has its own freight forwarder and custom house agent for all ICMR-National Institute of Virology, Pune imports. Please note that all the consignments have to be routed through our Freight Forwarder and Custom House Agent or their associates only. Name & address of our Custom House Agent can be obtained from Administrative Officer of this institute. While submitting your bid, you may confirm this condition.

**21) Penalty for delayed Services/LD:** If the supplier fails to Supply, Install, Commission and Training for the system as per the specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent of order value per every week of delay subject to a maximum of 10% beyond the due date and such money will be deducted from

any money due or which may become due to the supplier. ICMR-National Institute of Virology, Pune reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

22) Goods should not be dispatched until the Vendor receives a firm order.

23) Please indicate page nos. and put your seal on all pages of quotation.

24) The purpose of certain specific conditions is to get or procure best Equipment/service etc. for ICMR-National Institute of Virology, Pune. The opinion of Technical Committee shall be guiding factor for Technical short listing.

25) Firms, which have earlier supplied similar equipment to ICMR-National Institute of Virology, Pune and have not completed required installation/commissioning/after sales service/warranty replacements etc. their offers will not be considered for further evaluation and no enquiries thereafter will be entertained.

**26) Interpretation of the clauses in the Tender Document/Contract Document:** In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, ICMR-National Institute of Virology, Pune's interpretation of the clauses shall be final and binding on all parties.**

27) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Pune, India only.

28) The Director, ICMR-NIV, Pune reserves all the rights to accept or reject any/all tender in full or in part without assigning any reason.

### **29) Annual Maintenance Contract**

The following conditions are included in the annual maintenance contract:-

**a) 3 years comprehensive warranty and 2 years non comprehensive services for equipment free of cost.**

b) Non-comprehensive annual maintenance from 6<sup>th</sup> to 10<sup>th</sup> years as decided by the appropriate Technical Committee.

c) Provide spare parts to maintain the equipment, up to 10 years.

d) Give discount on list price of all spare parts up to 10 years.

e) Provide 2 preventive maintenance visits per year and also all the breakdown calls as and when required.

f) Submit Performance bank guarantee of 5% of the FOB Value of the order and which will be retained by ICMR-National Institute of Virology, Pune till the end of warranty period.

g) The duration of warranty period will start after proper installation of the equipment and submitting users satisfactory report.

h) The maximum response time to supply the item(s) is one month from the date of placing PO for indigenous and two month for import.

i) 0.1% of FOB as penalty per week till the warranty period, if the instrument remains in non working condition for more than 18 days.

j) When the equipment is under warranty/comprehensive maintenance, it would be the responsibility of the manufacturer/dealer/agent to procure spare parts and the Institute will not incur any expense on duty, octroi or handling charges.

k) The detailed circuit diagram along with trouble shooting procedure and operational manual would be provided to the Institute/Centre along with the equipment.

l) Onsite training to the users after installation is to be given.

30) “The supplier should submit the **IQ OQ/IQ PQ (Installation Qualification-Operational Qualification / Installation Qualification-Performance Qualification)** certificate after successfully completion of installation and testing of equipment / installation”.

31) A) We prefer to release the payment on BILL Basis (excluding Indian Agency Commission) after receipt of consignment in good condition and satisfactory installation, commissioning, training thereof. Alternatively, depending upon the value and foreign exchange regulations the payment can also be considered through FDD/Wire Transfer through State Bank of India for the order value excluding the Indian Agency Commission.

B) **PAYMENT: No advance payment is allowed under any circumstances.** 100% payment will be released by wire transfer/FDD through the State Bank of India, Main Branch, Pune after receipt of the material, completion of satisfactory installation, commissioning, demonstration and training of the whole system.

32) Supply means, “Supply, Installation, Commissioning, demonstration of the whole system and training on the site as desired by this Institute”. If any charges extra for Installation, Commissioning and training, the same should be specified in the offer. Goods should be insured against theft/loss/breakage/damage during transit and insurance charges should not exceed 3% of the cost of the materials supplied.

33) The item should be supplied with manuals and the manuals including technical drawings should be complete in all respects to operate the system without any problem.

34) The import license is covered under OGL policy of 2011 – 2016.

35) (A) In case of Indigenous Items, the offer should contain the Basic Price and percentage of Excise Duty and should be shown separately, since NIV, Pune is exempted from payment of Excise duty vide Govt. Notification No.10/97-Central Excise dated 1<sup>st</sup> March, 1997.

(B) NIV is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23<sup>rd</sup> July, 1996. However, custom duty if any will be paid by ICMR-NIV on production of Bills.

36) **(A) Performance Security/Security Deposit:** The successful bidder shall furnish an unconditional Performance Security in the form Bank Guarantee from a commercial scheduled bank for 5% or higher (as may be decided by the Competent Authority) of the order value within 15 days of placement of the order. **An undertaking that the bidder agrees to give security deposit/performance bank guarantee must be submitted with the bid, failing which the bid shall not be considered.** If the bidder fails to submit the Performance Security as mentioned above, the Contract shall be deemed as terminated and the order will be placed with any other bidder. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. **No interest is payable on the Performance Security.**

(B) For Indigenous items, 100% payment shall be made after 30-45 days of satisfactory supply, installation, commissioning, testing and training as per Purchase Order at site.

37) **Delivery Period:** As time is the essence of the contract, delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the Security Deposit furnished by the tenderer will be forfeited and also LD clause will be applicable/ enforceable.

38) **INSTALLATION:** The Bidder shall be responsible for installation, commissioning, demonstration, training including the identification of defect etc. and for after sales service during the warranty and thereafter. Installation, demonstration to be arranged by the supplier

free of cost and the same is to be done within 15 days of the arrival of the goods at site and subsequently training is to be provided to the concerned officials of this institute.

39) After successful installation what will be the minimum down time of equipment/instrument in case of breakdown must be mentioned. If the identified firm or person fails to put the system into working condition the further alternative course of action should be suggested adhering to minimum down time.

40) **Period of validity of bids:** The bid should be valid/kept open for six months from the date of opening of the bid. Further, if extension of validity would be required in future, the bidder should extend the validity only and no other modifications shall be permitted in cost etc..

41) **Amalgamation/Acquisition:** In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations i.e. supply, installation, commissioning, warranty, maintenance/replacement of spares accessories etc. while submitting your bid, you may confirm this condition.

42) ICMR-National Institute of Virology, Pune will not provide any accommodation/ transportation for the Engineers/ Representatives for attending Installation, Commissioning, Demonstration, training etc. it is the absolute responsibility of the Principal Supplier/Indian Agent to make their own arrangements.

43) No sub-contracting will be allowed for installation or maintaining system/equipment / instrument during or after warranty period.

44) **The total payable cost is to be quoted preferably in Indian Rupees for FOB at ICMR-NIV, Pune.**

**DIRECTOR  
ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE.**

**I/We agree to abide by all the Terms & Conditions mentioned above.**

**Signature of the Tenderer**

Date:

Name & Address of the Firm with Seal:

(Phone/Fax No./E-mail id may also be stated for easy communication)

## **ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE**

### **Part-III: CHECKLIST**

**Bidders should indicate whether the following are enclosed with the offer.**

1. Bid Security/EMD (YES/NO)
2. Undertaking that the bidder agrees to give a Security Deposit and Performance Bank Guarantee for 10% of order value. (YES/NO)
3. Authorization letter from Principals. (YES/NO)
4. Self Attested copy of Tax Registration certificate (GST etc) as applicable (YES/NO)
5. Agreements / Purchase orders, if any, from the clients for whom similar Supply has been made by the bidder in last three years. (YES/NO)
6. Copy of ISO 9002 or equivalent Certificate if any. (YES/NO)
7. Copy of DGS&D Registration if any. (YES/NO)
8. Compliance sheet with any deviation with reference to the terms and specifications. This should be furnished compulsorily. (YES/NO)
9. Acceptance of ICMR-National Institute of Virology, Pune Cargo Agent (YES/NO)
10. LD clause agreeable. (YES/NO)
11. Supply of spares for 10 years (YES/NO)
12. Amalgamation/Acquisition: Successor agreeable to fulfill the contractual obligation. (YES/NO)
13. Free replacements during warranty period (YES/NO)
14. Payment terms of ICMR-National Institute of Virology, Pune acceptable (YES/NO)
15. Warranty clause of ICMR-National Institute of Virology, Pune acceptable (YES/NO)
16. IQ OQ/IQ PQ Certificate acceptable (YES/NO)

# ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE

## ANNEXURE – ‘A’

### BID SECURITY FORM

Whereas \_\_\_\_\_\*(hereinafter called “the Bidder”) has submitted its bid dated \_\_\_\_\_ date of submission of bid)for the supply of \_\_\_\_\_(Name and/or description of the goods) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_(name of bank) of \_\_\_\_\_(name of the country), having our registered office at \_\_\_\_\_(address of bank) (hereinafter called “the Bank”), are bound unto THE DIRECTOR, ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE (hereinafter called “the Purchaser”) in the sum of \_\_\_\_\_(mention here the EMD amount) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_day of \_\_\_\_\_20\_\_\_\_\_. THE CONDITIONS of this obligation are:

1. If the Bidder withdraws it’s bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of it’s bid by the Purchaser during the period of bid validity:
  - a) Fails or refuses to execute the Contract Form if required; or
  - b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one of both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to one year after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
**(Signature of the Bank)**

Name of Bidder