

**Tender Notice for Equipment for Odisha Center for Geriatrics and Gerontology (OCGG),
G. M. UNIVERSITY, AMRUTA VIHAR, SAMBALPUR**

Separate sealed tenders are invited from reputed registered firms/ manufacturers/ authorized dealers for the supply of equipment under OCGG, G.M. University, Sambalpur, Odisha-768004 funded under OHEPEE grant.

The details, tender form, format of agreements etc., can be downloaded from university web site www.gmuniversity.ac.in Completed tenders should be submitted along with tender paper fee of Rs.500/- and EMD @ 1% of the quoted amount must be paid through IMPS/NEFT/RTGS mode only in the following account details.

Name of the Account Holder	M/S G M U ADMISSION FUND
Account No.	520141001627645
Bank Name with address	Union Bank of India, 54, G.M. College Road, Sambalpur, Odisha-768004
IFSC Code	UBIN0914509
MICR Code	768017002

The bids for the equipments mentioned in the **Annexure I (Two-Bid System)** should be submitted to **“The Registrar, G.M. University, Amruta Vihar, Sambalpur-768004, Odisha”**.

ANY CHANGES TO THIS TENDER CALL NOTICE WILL ONLY BE NOTIFIED IN THE UNIVERSITY WEBSITE.

The mode of procurement unless otherwise specifically stated shall follow HED, Govt. of Odisha Guidelines and OHEPEE procurement guidelines.

1. Last date and time for the receipt of completed tenders (Technical & Financial Bid): 11-03-2022, 03.00 pm.
2. Date and time of opening of Technical Bids of two-bid system: **3.30 pm on 11-03-2022**
3. Venue: **Office of the Registrar G.M. University , Amruta Vihar, Sambalpur-768004**
4. Technically qualified tenders alone will be considered for financial bid.
5. Date and time of opening of the Financial Bid: **4:30pm on 11-03-2022**

ATTACHMENTS /ENCLOSURES

ANNEXURE I: LIST OF EQUIPMENTS

ANNEXURE II: ELIGIBILITY CRITERIA AND GENERAL TERMS AND CONDITIONS

ANNEXURE III: TENDER FORM – TWO-BID SYSTEM (PART I – TECHNICAL BID)

ANNEXURE IV: TENDER FORM – TWO-BID SYSTEM (PART II- FINANCIAL BID)

ANNEXURE V: TECHNICAL SPECIFICATIONS

ANNEXURE VI: CERTIFICATE FROM THE VENDOR STATING THAT THE COMPANY HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION

ANNEXURE VII: MANUFACTURER’S AUTHORIZATION FORM (MAF), IF APPLICABLE

ANNEXURE A: PRICE BID FORM

ANNEXURE B: INFORMATION SHEET

CHECK LIST (TO BE FILLED COMPLETELY & PLACED ALONGWITH TECHNICAL BID)

S. No.	Points to be verified	Yes/No
1	Technical specification compliance sheet	
2	Tender Application fee	
3	EMD	
4	Photocopy of PAN card	
5	User list and certificates issued by clients	
6	Copies of income tax return/clearance certificate for last three years	
7	GST registration certificate	
8	All other certificates as asked in tender document	
	a) Spare part availability certificate	
	b) Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page	
	d) Annexure VI	
	e) Annexure VII	
	f) Annexure A (Price Bid Form)	
	g) Annexure B (Information sheet)	
	h) Any other items necessary	

LIST OF EQUIPMENTS**Equipments to be installed at Laboratory on the Campus of G.M. University, Sambalpur**

Sl. No	Name of item
1.	Anthropometric rod
2.	Digital weighing Machine
3.	Harpendent type skin fold caliper (Digital)
4.	Sphygmomanometer (Digital)
5.	Glucometer
6.	Oxygen Saturation meter
7.	Digital infrared Thermometer
8.	Peakflow meter

ELIGIBILITY CRITERIA AND GENERAL TERMS AND CONDITIONS

1. GENERAL TERMS & CONDITIONS:

- i) The tender should be submitted in prescribed form downloaded from the university website www.gmuniversity.ac.in The cost of tender forms will not be refunded under any circumstances.
- ii) The tenders for equipment of Annexure-I should be submitted in the form of two-bid system.
 - a. Technical bid consisting of tender cost, EMD & all technical details like catalogue, literature, accessories, authorization letter, price list etc., along with commercial terms & conditions.
 - b. Financial bid indicating the item wise prices for the equipment mentioned in the Technical bid sealed separately.

Both the bids should mandatorily be in two separate sealed envelopes. Financial bids of technically acceptable offers alone would be considered for further evaluation and scrutiny. These two envelopes should be kept in a third sealed envelope and submitted to the office. **Failure to comply with these conditions shall lead to non-consideration of the bid.**

- iii) **The sealed cover containing the tender of TWO-BID SYSTEM should be superscripted "Tender No..... TENDER FOR SUPPLY OF (ENTER NAME OF EQUIPMENT with serial number) last date of submission, dates of opening of Technical Bid and Financial Bid" as indicated above and should be addressed to the Registrar, G.M University, Amruta Vihar , Sambalpur-768004, Odisha.**

Each tender should be accompanied by proof of the payment (the receipt of IMPS/NEFT/RTGS) of **[(1) Tender cost Rs.500/- and (2) EMD (1%) of the quoted amount] paid in prescribed mode only as mentioned in the page no.1**

- iv) **Late and incomplete tenders and tenders without EMD, tender fee will not be accepted.**
- v) If the last date of submission of tenders is declared holiday in G. M. University, Sambalpur, the date of submission and tender opening will be next working day.
- vi) Firms which are exempted from payment of EMD should furnish attested copy of the currently valid certificate to that effect issued by the competent authority.
- vii) The cost of the item, tax and other charges should be separately stated.
- viii) The exact specifications, details of make, model, name of manufacturer, warranty details etc. of the item must be clearly specified. Original brochures with detailed technical literature and illustrations of the units quoted are to be attached with the offer. Details of

trainings offered, warranty, maintenance service contract offered after expiry of normal warranty, spare parts availability and after-sales-service facilities available should be indicated. Offers without these are liable to be rejected.

- ix) Details of warranty offered should be clearly stated in the tender.
- x) Validity of the tender should be for a period of one year. Period of firmness of the quoted prices should be clearly stated in the offer. The domestic bidders are to quote and accept their payment in Indian currency. However, the Indian authorized agents of foreign Principals may quote in foreign currency (currencies) for equipments which are directly imported against the contract and shall be paid accordingly in that currency; and the portion of the allied work and services, which are undertaken in India are to be quoted and shall be paid in Indian currency.
- xi) The Registrar of G.M. University reserves the right to accept/reject any or all tenders, at any time without assigning any reason thereof.**
- xii) Tenders must accompany a copy of the “List of equipments cum Eligibility Criteria and General Terms and Conditions” section of this document, signed and stamped on each page indicating that they agree to these conditions.
- xiii) Withdrawal of tenders after its acceptance or failure to supply the equipments during the specified period will entail cancellation of the tender and purchase will be affected from elsewhere at the expense of the contractor. In such events, the G.M. University reserves the right to remove the defaulters name from the list of the University suppliers permanently.
- xiv) The article should be of good quality, properly packed and in conformity with the item quoted in the tender. If the article is found to be of inferior quality or not in conformity with the specifications as per tender, it will be summarily rejected and the bidder will have to take back the material at his cost within 15 days of intimation.
- xv) In case when the successful bidders having made partial supplies fail to fulfill the contract in full, all or any of the material not supplied will be purchased by means of negotiation or from the next lowest bidder who had offered to supply already and the loss if any, caused to the University together with such sum as may be fixed by the University towards the damages, shall be recovered from the defaulting bidder.
- xvi) Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied with.
- xvii) The warranty period for the equipment should be for **a minimum period of one years** from the date installation, unless and otherwise specified.
- xviii) The bidding firm should be an International Organization of Standardization (ISO) certified company and the manufacturing products should comply with Indian/ International standards.
- xix) The company should not have been under active blacklisting by any Government organization on the date of determination of the tender. The University reserves the right

to terminate the contract at any stage if a blacklisting on default in a product of relevance is reported during the contract.

xx) Validity of the tender will be for one year and extendable by mutual consent.

xxi) For imported equipments authorized dealers should ensure prompt servicing of the equipment and must submit a certificate from the Principals stating that they are the sole dealers of the company's product in India.

xxii) The high quality imported products must be matched by high quality and reliable local support for installation and after sale. The Indian agent must have a team of Service Engineers, trained by foreign manufacturer, detailed service manuals and a stock of commonly required spares, consumables and small accessories.

xxiii) For application support a local laboratory / agency office should be available for periodic training, solving analysis problems, library of books and references. Periodic training is an essential requirement and Indian agent must arrange at least two trainings in their own lab or in customer's lab.

xxiv) Technical features described above should be supported by original illustrated catalogue and web based support.

2. PREPARATION OF THE TENDER:

i) The tender no., name of equipment with serial number and due date should invariably be superscripted on the envelope.

ii) **PREQUALIFICATION CRITERIA FOR TWO-BID** : The firms submitting tenders for equipments under **two-bid** should fulfill the following minimum pre-qualification criteria listed below:

- 1) Minimum Average Annual Turnover of the bidder over the last three years shall be equivalent to or greater than **Rupees 5 lakhs**.
- 2) Bidder shall be the manufacturer or authorized by the manufacturer for the equipments quoted. Bidder (if not original manufacturer) shall provide authorization certificate from the manufacturer for dealing the product in India, assuring service and maintenance.
- 3) Should enclose client list along with the offer (with all contact details) and authentication of vendor's business record in the form of Income Tax return of, at least, last 3 years and GST Registration Certificate.
- 4) Bidder shall have Original Equipment Manufacturer (OEM) trained technical staff stationed at Sambalpur/Bhubaneswar/ Nearest City for ensuring proper after sales support. Specific contact details of such staff shall be furnished.
- 5) The Bidder should have a local support office in India for immediate support.
- 6) The manufacturer should be in the same business for the last 3 years.

iii) The proposals for equipments of Annexure –I shall be submitted in two parts, viz. **Technical bid (Annexure-III) and Financial bid (Annexure-IV & Price bid form in Annexure-A) in two**

separate sealed envelopes (with respective marking superscripted in bold) for tenders invited under two-bid system.

- iv) The first envelope (envelope 1) marked **“Technical bid”** should include the technical specifications. The first envelope should not contain any cost information whatsoever.
- v) The second envelope (envelope 2) marked **“Financial bid”** should contain the detailed price offer in prescribed format.
- vi) Both the sealed envelopes Technical bid and financial bid should be placed in a third bigger sealed cover. The cover must also contain Name and Address of the bidder, telephone and other contact details for further correspondence.
- vii) The specification contained in Annexure III represents the minimum specifications for qualifying in the Technical Bid.
- viii) The tender competing successfully in technical evaluation will only be opened or considered for financial evaluations. The price envelopes of others will not be considered. At second stage, financial bids of only technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
- ix) The financial proposal shall be opened in the presence of the bidders or their representative who attend. The prior information in this regard will be published in the website. No separate communication will be sent normally.
- x) **Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University level Purchase Committee/ competent authority, reserves the right to select any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, compatibility with the existing system, training, buyback offers etc.**
- xi) The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.

3. DELIVERY OF THE TENDER

- i) All tender documents should be addressed to the respective authorities mentioned in the tender notice.
- ii) No responsibility with regard to postal delays due to any reason whatsoever will be accepted.

4. OPENING OF THE TENDERS

- i) Unless otherwise postponed with advance intimation to the bidders, tender will be opened in the place as mentioned in the tender notice on the date and time indicated in first page of this tender document.
- ii) **Two-bid system**
PART-I (TECHNICAL BID) of the tender will be opened as the first stage on the due date and time indicated in the first page of this tender document while, the **PART-II (FINANCIAL BID)** will be opened as the second stage on the due date and time indicated in the first page of this tender document.

- iii) While all the bidders who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of **PART-I (TECHNICAL BID)** of the tender on the due date and time indicated in this tender document, opening of the **PART-II (FINANCIAL BID)** of the tender can be attended only by those bidders whose tenders are found to be technically suitable/acceptable to the University.
- iv) The technically unqualified bidders will neither be given any intimation nor will they be permitted to participate in the opening of the FINANCIAL BID. **FINANCIAL BID** (Part-II) of the technically disqualified bidders will not be opened.
- v) The bidders who wish to participate in the opening of the tenders may depute their representatives to the specified place on the respective due date, time and venue as indicated in this tender document, with an authority letter addressed to the Registrar, G.M University, Sambalpur which should be produced to the officers who are opening the tenders, on demand, to prove the bonafides of the representative who participates. In case the representative of the bidder fails to produce such an authority letter on behalf of the bidder, he will be debarred from participating in the opening of the tenders.
- vi) The bidder's representative, who reaches the venue of the tender opening late, i.e. after the starting time specified for opening of the tenders, may not be allowed to take part in the tender opening. It should be noted that only one representative of each bidder will be permitted to participate in the tender opening.

5. EVALUATION OF BIDS RECEIVED:

- i) The Technical committee and Purchase committee has the full right to evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract. Any decision by the Technical committee and Purchase committee in this regard will be final.
- ii) No legally enforceable right is vested in the quoted party merely because it was ostensibly the lowest bidder.

6. BID SECURITY: Earnest money as mentioned in the document will be collected from the prospective bidders through IMPS/NEFT/RTGS mode only as mentioned in the page no.1 of the bid document. Tenders without EMD will be considered unresponsive and rejected. Suppliers/Manufacturers registered with Director General of Supplies & Disposals (DGS&D), National Small Industries Corporation (NSIC) and Govt. approved sources are exempted. However, they must produce relevant certificate issued by the competent authority for the equipments they manufacture.

7. PERFORMANCE SECURITY (If desired by the Principal Investigator)

- i) A performance security of **5% of the value of contract** will be obtained from the successful bidder awarded with the contract through IMPS/NEFT/RTGS mode only as mentioned in the page no.1 of the bid document or Bank guarantee from a commercial bank which should be valid for a period of 90 days beyond the completion of all contractual obligations of the bidder including warranty. Performance security will be forfeited and credited to the University account in the event of breach of contractual

obligation by the bidder, in terms of relevant contract.

- ii) Bid Security will be refunded to the successful bidder on receipt of performance security. The University will pay no interest for the deposit.

8. DELIVERY, INSTALLATION AND WORK COMPLETION

The delivery, installation of equipments / materials and final commissioning shall be made within stipulated time period as given in the supply/work award letter. Otherwise it will attract penalty. In the case of imported items, the Principal/their Indian Agent shall be responsible for delivery of the equipments / materials from the place of discharge of equipments / materials to the final point specified.

9. PRICE AND DELIVERY

- i) Prices are to be quoted **FOR DESTINATION** for Indian make equipment. The prices quoted should clearly indicate the following charges: Price of the equipment; tax and other charges (if any).
- ii) The prices quoted must be **FIRM** and preference will be given to such tenders.
- iii) The Delivery Schedule, Payment Terms & Warranty/Guarantee etc. must be clearly indicated in the Technical Bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the Financial Bid.
- iv) The manufacturers' printed literature/catalogue/drawing/user's list in respect of model of the product being quoted should also be submitted with the offer.
- v) The supply of items of approved specifications shall have to be made strictly as per given delivery schedule on placement of order, failing which, the material may be rejected and returned at the expenses of the supplier.
- vi) The firms shall be required to arrange demonstration of the offered item. The supplier must ensure onsite training and wet-lab training wherever necessary for method development, calibration, validation, application training to the concerned scientific staff of G.M. University, Sambalpur and day to day maintenance of the system
- vii) Vendor should have residential engineer in Odisha / Nearest City in India and should have application support and training centre in India for immediate support.

10. PAYMENT: Proforma Invoice of the manufacturer should be enclosed along with complete terms & conditions. The payment terms FOR destination are 100% on receipt and acceptance of goods by the University and on production of all the required documents by the bidder. However, in exceptional conditions from case to case University will adopt appropriate stand for mode of payment.

11. WARRANTY: Any defective goods should be replaced or repaired by the supplier free of charge. Delivery of goods and its installation during part repair/replacement should be free of charge. A warranty certificate declaring these points must be supplied with the technical bid.

12. MAINTENANCE CONTRACT: Provision for two years warranty period and AMC/CMC should be specified. The instrument or machinery is maintained by the bidder during warranty period or such other extended periods as the contract terms may provide and the paid maintenance

should commence only, thereafter. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the University) and the University extends the delivery period, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof will be deducted from the contract price of the delayed, until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or services.

13. GST REGISTRATION CERTIFICATE: Tender applications must be accompanied by duly attested Photostat copy of the GST registration.

14. INCOME TAX: Photostat copy of the income tax clearance certificate for the last three years and a copy of PAN should be provided.

15. INSURANCE: The goods supplied shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be valid for a period of not less than 3 months after installation and commissioning.

TENDER FORM PART-I (TECHNICAL BID)

PART-I (TECHNICAL BID) OF TENDER No.	
Last date for receipt	
Due date for opening Part –I (TECHNICAL BID)	
Bidder's Offer No	
Date:	
From: M/s	
To:	
<p>Dear Sir,</p> <p>I/We have gone through the tendering conditions pertaining to the Tender and General Conditions of Contract and Special Conditions of Contracts contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE V of the tender document and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the ANNEXURE II of the Tender document.</p> <p>You will be at liberty to accept the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.</p> <p>I/We hereby agree to keep the price valid for your acceptance for a period of -----</p> <p>from the date of opening of Part-II (Financial bid) of the tender</p> <p>I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.</p> <p>Yours faithfully</p> <p>Stamp and Signature of the bidder</p>	

TENDER FORM (TWO-BID SYSTEM) PART-II (FINANCIAL BID)

PART-II (FINANCIAL BID) OF TENDER No.:	
Last date for receipt:	
Due date for opening Part –II (FINANCIAL BID):	
Bidder's Offer No:	
Date:	
From:	
M/s	
To:	
<p>Dear Sir,</p> <p>In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in Part-I (TECHNICAL BID) of our tender are indicated in the format at Annexure "A" to this tender.</p> <p>We hereby agree to keep the price valid for your acceptance for a period of -----from the date of actual opening of Part-II (FINANCIAL BID) of the tender.</p> <p>Yours Faithfully,</p> <p style="text-align: right;">Stamp and Signature of the bidder</p>	

**TECHNICAL SPECIFICATIONS
ANNEXURE V (Two-bid system)**

Separate sealed tenders for the following equipments are to be submitted to **The Registrar, G.M. University, Sambalpur, Odisha-768004**

(Equipment specifications)

TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET TO BE PROVIDED BY THE BIDDER

S. No.	Name of the Equipment	Specifications	Complied/Not Complied	Deviations from tender Specifications (Explain how better this is from tender specification)
1	Anthropometric rod	Complete with scale and carrying bag, Length- 0-2100mm		
2	Digital weighing Machine	For body weight measurement (max capacity 180 kg.)		
3	Harpendent type skin fold caliper (Digital)	To access Degree of fatness, 25mm and 10mm		
4	Sphygmomanometer (Digital)	To measure Human blood pressure		
5	Glucometer	Glucometer (Lancet and strips for testing)		
6	Oxygen Saturation meter	To measure oxygen saturation level		
7	Digital infrared Thermometer	To measure body temperature		
8	Peakflow meter	To measure airflow from lungs		

**CERTIFICATE FROM THE VENDOR STATING THAT THE COMPANY HAS NOT BEEN BLACKLISTED
BY ANY GOVERNMENT ORGANISATION**

To:

The Registrar
G.M. University, Amruta Vihar
Sambalpur, Odisha

Dear Sir,

This is to certify that M/s _____ has not been
blacklistedby any Government Organization at
the time of submission of the tender document or before.

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Yours faithfully,

Authorized Signatories
(Name & Designation)

Date:

For and on behalf of M/s _____

**Note: This letter of authority should be on the Letter-Head of the manufacturing concern
and should be signed by a competent person of the manufacturer.**

MANUFACTURER'S AUTHORIZATION FORM (MAF)

To:

The Registrar
G. M University, Amruta Vhiar
Sambalpur, Odisha

Tender Reference: _____

Dear Sir,

We _____, who are established and reputed manufacturers of _____, do hereby authorize M/s _____ (Name and address of the Agent/ Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offered by the above firm.

Yours faithfully,

Authorized Signatories
(Name & Designation)

Date:

For and On behalf of M/s _____ (Name of Manufacturers)

Note: This letter of authority should be on the Letter-head of the manufacturing concern and should be signed by a competent person of the manufacturer.

PRICE BID FORM

To;

The Registrar
Gangadhar Meher University
Amruta Vihar, Sambalpur
Pin-768004

Dear Sir,

1. I/We submitted the bid for Tender No.....
Dated.... for "Supply of Equipment under OURIIP grant" at
Gangadhar Meher University, Sambalpur, Odisha-768004.
2. I/We thoroughly examined and understood instructions to tenders, scope of work,
terms & conditions of contract given in the tender document and those
contained appendix of Terms & Conditions of contract and agree to abide by them.

I/We hereby offer to supply of Equipment at the following rates. I/We undertake that
I/We are not entitled to claim any enhancement of rates on any account during the
tenure of the contract.

Description of item: -

Sl. No	Name of Equipment/ Specification (Model if any)	Qty. in Unit	Unit Price in Rs.	Discount (If any)	Excise Duty/ Custom Duty (If any)	GST	Total Price in Rs.

Delivery Mode: Delivery at Gangadhar Meher University, Sambalpur, Odisha-768004 at site only.

Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.

Warranty Period:

Delivery Period: days

Sign of the Bidder

Date:

Name of the Bidder:-

Name of the Firm

INFORMATION SHEET

1) Addressed to:

Name of Tendering Authority	Registrar
Address	Gangadhar Meher University, Amruta Vihar, Sambalpur, Odisha-768004

2) Firm Details:

Name of Firm				
Name of contact person with Designation				
Registered Office Address				
Address of the Firm				
Year of Establishment				
Type of Firm	Public Limited	Private Limited	Partnership	Proprietary
Put Tick (✓) mark				
Telephone Number(s)				
Email Address/Website				
Mobile Number				
Certification/Accreditation/Affiliation if any				

- 3) The requisite tender fee amounting to has been deposited through(Transaction ID.....)
- 4) The requisite EMD amounting to has been deposited through(Transaction ID.....)
- 5) I/We agree to abide by all terms and conditions mentioned in form issued by the University and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by me/us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the Firm:

Authorized Signatory: