



JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH  
(JIPMER)

**GOVERNMENT OF INDIA**

(An Institution of National Importance under Ministry of Health & Family Welfare)

Dhanvantri Nagar, Puducherry-605006

**OPEN TENDER ENQUIRY DOCUMENT  
FOR  
SUPPLY OF CONSUMABLES ITEMS (PLASTIC WARE) FOR COVID – 19  
TESTING  
FOR THE  
DEPARTMENT OF MICROBIOLOGY**

**(Short term procurement for 6 months)**

(This document consisting of **24** pages)

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## INDEX

<b>Section</b>	<b>Topic</b>	<b>Page No.</b>
<b>Section I</b>	<b>Notice inviting Tender (NIT)</b>	<b>03</b>
<b>Section II</b>	<b>Schedule of Requirements and Specifications</b>	<b>05</b>
<b>Section III</b>	<b>General Instructions to Tenderers (GIT)</b>	<b>07</b>
<b>Section IV</b>	<b>General Conditions of Contract (GCC)</b>	<b>16</b>
<b>Section V</b>	<b>Bid Application Form</b>	<b>18</b>
<b>Section VI</b>	<b>Manufacturer's Authorization Form</b>	<b>19</b>
<b>Section VII</b>	<b>Tender Form</b>	<b>20</b>
<b>Section VIII</b>	<b>Check list for Submission of Tender</b>	<b>21</b>
<b>Section IX</b>	<b>Bid Security Declaration</b>	<b>22</b>
<b>Appendix A</b>	<b>Self-certification format for claiming purchase preference under the "Public Procurement preference to Make in India" order</b>	<b>23</b>

## SECTION I

### JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH PUDUCHERRY – 6

(Institution of National Importance under the Ministry of Health & Family Welfare,  
Govt. of India)

#### Purchase Section

No. PUR1(5)/20-21/Covid-19

Dated: 13.01.2021

#### NOTICE INVITING e-TENDER (e-NIT)

Sub: Supply of 96 Well Head System Consumables Compatible with Kingfisher for  
COVID - 19 (Short term procurement for 6 months)

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E- tenders are invited from eligible and qualified domestic manufacturer's or their distributors for the supply of 96 Well Head System Consumables Compatible with Kingfisher for COVID - 19 for the Department of Microbiology (Short term procurement for 6 months) for 2020 – 21.

1. Scope of work : Supply of 96 Well Head System Consumables Compatible with Kingfisher for COVID -19 for the department of Microbiology (Short term procurement for 6 months)
2. Value of tender : Approximate Cost **Rs. 12,70,573/-**
3. Tender timelines:
  - i. Opening date & time for download of Tender document: **12.00 Noon on 13.01.2021**
  - ii. Last date for receipt of pre-bid queries: **12.00 Noon on 18.01.2021**
  - iii. Pre-bid queries can be made through e-mail to [microiipmer@gmail.com](mailto:microiipmer@gmail.com)
  - iv. Opening date & time for submission of online bids: **04.00 PM on 21.01.2021**
  - v. Closing date & time for submission of online bids **12.00 Noon on 04.02.2021**
  - vi. Date and Time of opening of online bids for  
Technical evaluation: **02.30 PM on 05.02.2021**
  - vii. Date & time of opening of Price Bid : To be intimated later.
4. Earnest Money Deposit/Bid Security: Bid security declaration must be submitted by all bidders.
5. Tender Processing Fee (Non-refundable): **Rs. 590 (including 18% GST) shall be paid through SBI collect only.**

6. Interested bidders are advised to download the complete Tender Enquiry document from the websites [www.jipmer.edu.in](http://www.jipmer.edu.in) or <https://eprocure.gov.in/eprocure/app> for complete details.
7. The prospective bidders must register with the E-procurement system of <https://eprocure.gov.in/eprocure/app>. Special Instructions to the bidders for the e-submission of the bids online through this eProcurement Portal on completion of the registration process is given in <https://eprocure.gov.in/eprocure/app> , the bidders will be provided user ID and password upon enrollment. In order to submit the bids electronically, bidders are required to have a valid Class 3 Digital Signature Certificate (signing and encryption/ decryption certificates).
8. Bidders are requested to read the bidders help document on e-tender web site link before proceeding for bidding.
9. Post receipt of User ID & Password, Bidders can log on for downloading & uploading tender document.
10. The bidders shall submit the required bid security declaration (as per G.I.T clause 2) before the due date and time mentioned above.
11. The online submission of tender(s) can only be done through <https://eprocure.gov.in/eprocure/app>
12. Bidders shall ensure that their tender(s), complete in all respects, are submitted online through <https://eprocure.gov.in/eprocure/app> e-portal (as described above) only.
13. Prospective bidders are advised to browse the above websites regularly before submission of their bids as any further amendments will be published in these websites only.

Asst. Officer in Charge  
Purchase Section,  
For  
Director,  
JIPMER, Puducherry

## Section II

### SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

#### LIST OF ITEMS REQUIRED with estimated requirement for 6 months

<u>Sl. No.</u>	<u>Name of the items</u>	<u>Quantity required</u>	<u>Price to be quoted as</u>
1	<b>96-position tip comb</b> compatible for Thermo Scientific King Fisher extraction machine	625 plates	Per plate
2	<b>200-ul flat bottom 96-well plate</b> compatible for loading tip comb in Thermo Scientific King Fisher extraction machine	625 plates	Per plate
3	<b>Deep well plate (v-bottom, 96 position)</b> compatible for loading samples in Thermo Scientific King Fisher extraction machine	2500 plates	Per plate
4	<b>Microamp Clear Adhesive Film</b> for Deep well plate ( <b>96 position</b> )	625 films	Per film
Total			

1. Scope of work : Supply of Kingfisher Flex with 96 Well Head System Consumables Items for COVID -19 for the department of Microbiology (Short term procurement for 6 months)

**Samples should be given to storeroom, Department of Microbiology within ten days of the closing of online submission of bids failing which the bids will be rejected.**

## DETAILED SPECIFICATIONS

### Specifications of the Kingfisher Consumable item of covid-19 through e-tender.

<u>Sl. No.</u>	<u>Name of the items</u>	<u>Quantity required</u>	<u>Price to be quoted as</u>
1	<b>96-position tip comb</b> compatible for Thermo Scientific King Fisher extraction machine	625 plates	Per plate
2	<b>200-ul flat bottom 96-well plate</b> compatible for loading tip comb in Thermo Scientific King Fisher extraction machine	625 plates	Per plate
3	<b>Deep well plate (v-bottom, 96 position)</b> compatible for loading samples in Thermo Scientific King Fisher extraction machine	2500 plates	Per plate
4	<b>Microamp Clear Adhesive Film</b> for Deep well plate ( <b>96 position</b> )	625 films	Per film
Total			

**Note: \* Sample should be provided prior to selection (for all Items)**

The listed consumables are for Kingfisher Flex 96 head automated extractor. The firms participating in the bid should give the compatibility certificate. You will be required to provide a sample at the time of technical evaluation.

## Section III

### GENERAL INSTRUCTIONS TO TENDERERS

#### 1. **Period of contract:**

The contract shall initially be for a period of 6 months that may be extended to 9 months. The rates approved shall remain unchanged during the period of contract.

#### 2. **Bid Security (Earnest Money Deposit)**

- i. In compliance with the OM No. F.9/4/2020-PPD dated 12.11.2020 on the subject —Bid Security/ Earnest Money Deposit, issued by the Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, there is no need for bidders to pay Bid Security/ Earnest Money Deposit for participating in this tender.
- ii. However, in lieu of Bid Security, the bidder must print this —Bid Security Declaration on his/her firm's letterhead duly sign the undertaking and upload the document in the fee cover.
- iii. The bidder hereby declares that they accept the condition that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of two years from participating in any tender invited by JIPMER, Puducherry with effect from the date of their withdrawal or modification of their bid.

#### 3. **Eligibility conditions of bidders:**

- i. The Tenderer must be a domestic manufacturer that is a 'Class-I local supplier' or a 'Class-II local supplier' as defined under Public Procurement (Preference to Make in India), order 2017 of MoC and I (DIPP), Govt. Of India, as further amended by orders of even number dated 28.05.2018, 29.05.2019, 04.06.2020 and 16.09.2020. In case the manufacturer does not quote directly, they may authorize an agent as per proforma of Manufacturer authorization form as given in the Tender enquiry document to quote and enter into a contractual obligation.
- ii. In compliance with order (Public Procurement No.1) No. 6/18/2019-PPD dated 23rd July 2020 issued by the Public Procurement Division, Dept. of Expenditure, Min of Finance under Rule 144(xi) of GFR 2017 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.
  - a. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
  - b. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -

- I. An entity incorporated, established or registered in such a country; or
- II. A subsidiary of an entity incorporated, established or registered in such a country; or
- III. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- IV. An entity whose beneficial owner is situated in such a country; or
- V. An Indian (or other) agent of such an entity; or
- VI. A natural person who is a citizen of such a country; or
- VII. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

c. The beneficial owner for the purpose of (5.2.2) above will be as under:

- I. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

- "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;
  - "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- II. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.
  - III. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
  - IV. Where no natural person is identified under (a) or (b) or (c) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - V. In case of a trust, the identification of the beneficial owner(s) shall include the identification of the author of the trust, the trustee, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

d. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

e. In case of turnkey contracts the successful bidder 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.



- f. Bidders must certify compliance with the above mentioned provisions in the tender form as per Section VII.
- g. The bidder should have successfully completed the delivery of the item of at least 25% of the quantity required in this tender to a government hospital in the last 3 years.
- h. The bidder or the manufacturer must have an average annual turnover of at least Rs.1,00,00,000/-(Rupees one crore only) each during the last three financial years i.e. 2016-17, 2017-18, 2018-19.
- i. Bidder should have ISO Certification.

#### **4. Purchase Preference**

- i. The Procurement of goods and services under this e-tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC and I (DIPP), Govt. Of India, as further amended by orders of even number dated 28.05.2018, 29.05.2019, 04.06.2020 and 16.09.2020. Salient portions of the order are reproduced in Appendix A of this tender document by way of information. Bidders are advised to see the original orders and satisfy themselves that they qualify to participate in the tender. **Bidders who are claiming eligibility to participate in this tender must submit a certificate in format given in Appendix A along with documentary evidence in support of their claim wherever necessary failing which their bid will be summarily rejected.** The purchaser reserves the right to give preference to the 'Class-I local supplier'.
- ii. The Purchaser reserves the right to give the purchase preference to small-scale sectors, Micro and small scale enterprises etc. as per the instruction in vogue while evaluating, comparing and ranking the responsive Tenders as given in the MSMED Act 2006 reproduced below:
  - a. In exercise of powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006, the Government has notified a new Public Procurement Policy for Micro & Small Enterprises effective from 1st April 2012. The policy mandates that 25% of procurement of annual requirement of goods and services by all Central Ministries/Public Sector Undertakings will be from the micro and small enterprises. The Government has also earmarked a sub-target of 4% procurement of goods & services from MSEs owned by SC/ST entrepreneurs out of above said 25% quantity.
  - b. In accordance with the above said notification, the participating Micro and Small Enterprises (MSEs) in a tender, quoting price within the band of L1+15% would also be allowed to supply a portion of the requirement by bringing down their price to the L1 price, in a situation where L1 price is from someone other than an MSE. Such MSEs would be allowed to supply up to 25% of the total tendered value. In case there are more than one such eligible MSE, the 25% supply will be shared equally. Out of 25% of the quantity earmarked for supply from MSEs, 5% quantity is earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender process or meet the

tender requirements and the L1 price, the 5% quantity earmarked for MSEs owned by SC/ST entrepreneurs will be met from other participating MSEs.

- c. The MSEs fulfilling the prescribed eligibility criteria and participating in the Tender shall enclose with their tender a copy of their valid registration certificate with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or any other body specified by Ministry of Micro and Small enterprises in support of their being an MSE, failing which their tender will be liable to be ignored.
- d. Special provision for Micro and Small Enterprise owned by women: – Out of the total annual procurement from Micro and Small Enterprises, 3 per cent from within the 25 per cent target shall be earmarked for procurement from Micro and Small Enterprises owned by women.
- e. Note: “If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar Memorandum Number issued to it under the MSMED Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012.

## **5. Demonstration of sample**

The tenderer must give a sample within ten days of the closing of online submission of bids failing which the bids will be rejected.

## **6. Instructions for the filling the tender form**

- i. E-Tender form shall be completed in all respect, signed in full and stamped at appropriate places and initialed and stamped on all remaining pages. Incomplete or e-tenders without tender processing fee or bid security declaration (unless eligible for exemption and proof of the same is submitted) shall be treated as invalid.
- ii. Bidders have to ensure that all the documents are properly filled.
- iii. Conditional tenders are liable to be rejected.
- iv. Bids received and found valid will be evaluated by JIPMER to ascertain the complete work/services under the specification and documents. The bidder should take care to submit all the information sought by JIPMER in prescribed formats.
- v. Incomplete bids, bids in paper format, conditional bids, telephonic bids or tenders submitted after the due date and time will not be considered and summarily rejected. No grounds whatsoever for late submission shall be entertained such as, but not restricted to, postal, train or flight delays, strikes or agitations of any nature etc. Vendors are, therefore, advised to submit their bids well on time.
- vi. **The bidder can quote for one or more items mentioned in the list.**

## 7. Submission of tenders

The bidders must ensure that they submit the **on-line bids** within the scheduled closing date & time.

## 8. Late Tender:

There is NO PROVISION of uploading late tender beyond stipulated date & time in the e-tendering system.

## 9. Alteration and Withdrawal of Tender

- i. The bidder, after submitting its bid, is permitted to alter/modify its bid, within the deadline for submission of bids. Alterations/modifications to bids received after the prescribed deadline will not be possible on the e-tender portal.
- ii. No tender should be withdrawn or modified after the deadline for submission of tender and before expiry of the tender validity period. If a bidder withdraws or modifies the tender during this period, it will result in the tenderer being suspended from participating in all tenders invited by JIPMER for a period of two years with effect from the date of withdrawal, as per the terms and conditions of bid security declaration furnished by the bidder in its tender.

## 10. Preparation of e-tenders

This is a Two-Bid Tender system, consisting of the **Techno-Commercial Bid and Price Bid** that are to be uploaded in the prescribed formats in the e-tendering portal. The tender(s) shall only be submitted online as mentioned below:

### I. **Techno-commercial Bid shall comprise**

- a. Fee Cover
  - i. **E-tender Processing fee** of Rs.590/- (Rupees five hundred and ninety only) inclusive of 18% GST payment receipt duly self-attested and rubber stamped should be uploaded.
  - ii. Scanned copy (100 or 200 DPI) in pdf format of **Bid Security Declaration** as per format attached in **Section-IX**
- b. In the cover named “Prequal/Technical” the scanned copy in pdf format of the following documents are to be uploaded:
  - i. The **Bidder’s Profile** as in **Section VI** and **Tender Form**, as in Section-VII must be downloaded duly filled signed and stamped, along with an **Authorization letter** for signing tender documents if a person other than the Owner, Partner, Managing Director is signing the documents, must be uploaded as a single PDF file.
  - ii. **Copies of Supply orders/Completion certificate** in support of

- Eligibility condition 1 and 2 and **Copies of abridged Annual report of last 03 years** (Income tax return acknowledgement, Assets and Liabilities, Balance sheet and Profit & Loss Account) must be uploaded as a single PDF file
- iii. **Manufacturer's Authorization** in company letterhead in format in given Section VI and, in case the bidder is empaneled by the Competent Authority under GFR 144 (xi), a copy of the same must be uploaded.
  - iv. Copy of **GST registration certificate** and Copy of **PAN Card** must be uploaded as a single PDF file.
  - v. **Bank Details** (Beneficiary name, Bank name, Account number, IFSC code, Branch address on letterhead) and **Check list** in the prescribed format duly filled and signed must be uploaded as a single PDF file.
  - vi. Self-certification for supporting the claim to be a local supplier under the "Public Procurement preference to Make in India" order in format as in **Appendix A (mandatory)** and any other document that the bidder wishes to submit as a single PDF file.
  - vii. The Check list as in Section VIII duly filled and a PDF document clearly indicating the list of items in the tender for which he is participating without indicating the price must be submitted as a single PDF file.

## **II. Price Bid:**

Prices are to be quoted in the prescribed Price Bid format provided in the e-tender portal using the BOQ template only. The price should be quoted for the **accounting unit** indicated in the e-tender document.

### Note:

- i) The bidder has to be diligent while filling up the Techno-Commercial Bid and Price Bid provided in prescribed formats and must not tamper with the contents of the sheets.
- ii) Bidders must ensure that the documents uploaded in pdf format are legible.
- iii) It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any.
- iv) ITE- Item-wise Eligibility Sheet should be downloaded, the items that the bidder wishes to quote must be selected as "Eligible", and this "ITE file" must also be uploaded for the price bid to be considered by the system. The selected items will be displayed once uploaded and the bidder can verify that all items he wishes to quote for, are present in the list
- v) A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.

- vi) A bid, which does not fulfill any of the above requirements and/ or give evasive information/reply against any such requirement, shall be liable to be ignored.
- vii) Tender sent by fax/telex/cable shall be ignored.

#### **11. Digital Signing of Tender**

The tenderers shall submit their tenders as per the instructions contained as above. Tenders shall be uploaded with all relevant tender documents in the prescribed format. The relevant tender documents should be uploaded by an authorized person having Class 3 digital signature certificate.

#### **12. Tender currencies.**

The tender shall be quoted only in INR.

#### **13. Additional information and instruction on GST:**

If the Tenderer desires to ask for GST or any other taxes to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such taxes and no claim for the same will be entertained later. The rate of GST quoted in the tender shall be taken for price comparison. However, the rate of GST quoted in the tender or the actual rate of GST applicable, whichever is lower shall be payable by the purchaser. The supplier can charge a higher GST than quoted in the tender only if the rate of GST was revised by the government after the tender closing date.

#### **14. Bid Security (Earnest Money Deposit)**

- i. In compliance with the OM No. F.9/4/2020-PPD dated 12.11.2020 on the subject —Bid Security/ Earnest Money Deposit, issued by the Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, there is no need for bidders to pay Bid Security/ Earnest Money Deposit for participating in this tender.
- ii. However, in lieu of Bid Security, the bidder must print this —Bid Security Declaration on his/her firm's letterhead duly sign the undertaking and upload the document in the fee cover.
- iii. The bidder hereby declares that they accept the condition that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of two years from participating in any tender invited by JIPMER, Puducherry with effect from the date of their withdrawal or modification of their bid.

#### **15. Tender opening**

- i. The Tender Inviting Authority will open the e-tenders at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Tender Inviting Authority, the tenders will be opened at the appointed time and place on the next working day.
- ii. Authorized representatives of the tenderers, who have submitted tenders on time, may attend the tender opening provided they bring with them letters of authority from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the

representatives' names & signatures and corresponding tenderers' names and addresses.

- iii. This being a Two-Bid Tender system, the **Techno-Commercial Tenders** are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document. During the Techno- Commercial Tender opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, bid security declaration and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Price Tenders of only the Techno - Commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Techno-Commercial tender.

## **16. Scrutiny and evaluation of tenders**

### **A. Basic Principle**

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender enquiry document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

### **B. Scrutiny of Tenders**

- i. The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished and, whether the documents uploaded are in legible form.
- ii. The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- iii. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be summarily ignored.
- iv. The following are some of the important aspects, for which a tender shall be declared non- responsive during the evaluation and will be ignored;
  - i. Tender validity is shorter than the required period.
  - ii. Required Bid Security Declaration or its exemption documents have not been provided.
  - iii. Self-certification in format as given in Appendix A, for determining eligibility to participate in the tender under the "Public Procurement preference to Make in India" order.
  - iv. Tenderer has not agreed to give the required performance security of required amount in an acceptable form.
  - v. Non-submission of samples
  - vi. Poor/ unsatisfactory past performance.
  - vii. Tenderers who stand de-registered/banned/blacklisted by any Central Govt. Ministries/Departments/Hospitals/Institutes.
  - viii. Tenderer is not eligible as per tender conditions.

- ix. Tenderer has not quoted for the entire quantity as specified in the List of Requirements/ BOQ for the item quoted.
- x. Tenderer has not agreed to other essential condition(s) specially incorporated in the tender enquiry, like delivery terms, delivery schedule, terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.

**17. Minor Informality/Irregularity/Non-Conformity**

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenders. Wherever necessary, the purchaser will convey its observation on such 'minor' issues to the tenderer by registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

**18. Award of work**

- i. The selection of the agency will be at the sole discretion of the JIPMER who reserves its right to accept or reject any or all the proposals without assigning any reason thereof.
- ii. The lowest bid will be evaluated on the basis of annual estimated amount as quoted by bidders in the quotation including taxes.
- iii. Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.
- iv. The annual estimate is given only as an indication. The actual quantity procured may increase or decrease. No assurance is given that the quantity stated will actually be procured.

## Section IV

### GENERAL CONDITIONS OF CONTRACT

#### 1. **Price of goods**

The rate quoted in the e-tender will be fixed for the whole contract period.

#### 2. **Technical Specifications and Standards**

The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications mentioned in “Technical Specification” under Section II.

#### 3. **Terms of Delivery**

- i. Goods shall be delivered by the supplier within 30 days of issue of supply order. Please note that the time shall be the essence of the contract.
- ii. Any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
  - a) Imposition of liquidated damages,
  - b) Forfeiture of its performance security and
  - c) Termination of the contract for default.

#### 4. **Liquidated Damages**

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract the Purchaser/Consignee shall, without prejudice to other rights and remedies available to the Purchaser/Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods, installation, commissioning and/or services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached Purchaser/Consignee may consider termination of the contract as per GCC 11. Since the Liquidated damages are in virtue of non-performance of services, it will attract GST or any other applicable taxes which in turn shall be deducted from the bidder.

#### 5. **Performance Security**

The successful bidder shall have to deposit an amount 3% of the value of contract as Performance Security Deposit (PSD) within two weeks after award of contract, through SBI Collect available on JIPMER website. In the event of any failure /default of the supplier with or without any quantifiable loss to the purchaser the amount of the performance security is liable to be forfeited.

Subject to the condition mentioned above the Performance Security will be released without any interest to the supplier on completion of the supplier's all contractual obligations



including the warranty obligations and extension of time (with or without Liquidated Damages).

#### **6. Payment Procedure**

The contractor shall submit bill in triplicate upon satisfactory supply of goods. Bill must be raised based on the rate quoted in e-tender. Every effort shall be made to ensure that the payment will be made within 45 days of submission of bill. No advance payment will be considered. TDS will be deducted as per provision of Income Tax Act, GST Acts and other statutes as relevant.

#### **7. Risk Clause**

The contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangements. JIPMER reserves the right for termination of the contract at any time by giving 30 days written notice, if the items delivered are found to be unsatisfactory and also has the right to award the contract to the next higher bidder willing to supply the item at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by JIPMER from the contractor's Performance Security Deposit or pending bills or by raising a separate claim.

#### **8. Termination clause:**

During the period of agreement if it is found that the agency is not providing proper services, the JIPMER reserves rights to make the vendor forfeit the security deposit deposited with JIPMER or part thereof in favour of JIPMER and agreement will be terminated after giving 30 days' notice. Furthermore, in such situations, tender can be allotted to second lowest bidder and the difference in cost shall be recovered from the earlier vendor who is breach of the contract. In addition in case it is found that the supplier is charging by fraudulent means or indulging in criminal activities the contract will be terminated immediately.

#### **9. Jurisdiction of the courts**

Jurisdiction of the courts for settlement of disputes:- Jurisdiction for the settlements of disputes if any is Puducherry only.

In above mentioned conditions Director JIPMER reserves all the rights.

**Section V**

**BIDDER'S PROFILE**

**This form duly filled and signed by authorized representative of the bidder and the scanned copy must be uploaded online**

1.	Name & Designation of the contact person	
2.	Name and Address of the Tenderer	
3.	Phone No a) Land line number (functional between 9 am and 5pm)	
4.	Mobile No of contact person (available from 9am to 6pm)	
5.	Email ID of the Tenderer	
6.	Email ID of the contact person	
7.	Local supplier/Distributor in Chennai/ Puducherry or any other place (complete address must be written)	
8.	Manufacture Name	
9.	Manufacture Address	
10	Whether Tenderer is registered MSE Manufacture the product quoted. (If registered MSE, submit copy of the Udyog Aadhaar certificate or Equivalent Certificate)	Yes / No

If there is any change in the above details, I will immediately intimate you by speed post or fax or email

I.....hereby declare that the details given above are true to the best of my knowledge and I have thoroughly read and understood the terms and conditions of the tender and shall abide by the rules,

Dated:

Signature  
(Name and Designation & Seal)

**NB: This form must be duly filled in by an authorized person**

**Section VI**  
**MANUFACTURER'S AUTHORISATION FORM**  
**(Letterhead)**

The Director  
JIPMER, Puducherry

Dear Sir,

Ref: Your TE document No: \_\_\_\_\_ dated: \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the Tender) having factories at \_\_\_\_\_, hereby authorize Messrs. \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also state that we are not participating directly in this tender for the following reason(s):  
\_\_\_\_\_. (Please provide reason here).

We further confirm that no supplier or firm or individual other than Messrs \_\_\_\_\_ (name and address of the above agent) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us. We also hereby extend our full warranty, CMC/AMC as applicable as per the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document. We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorised agent.

We also confirm that the price quoted by our agent shall not exceed the price which we would have quoted directly”

Yours faithfully,  
[Signature with date, name, designation and Email]  
for and on behalf of Messrs \_\_\_\_\_  
[Name & address of the manufacturers]

Note:

- (1) This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
- (2) Original letter may be sent.
- (3) The purchaser reserves the right to verify this document with its signatory.

**SECTION – VII**  
**TENDER FORM**  
**(On Firms' Letter Head)**

To  
The Director  
JIPMER, Puducherry 605006

Date \_\_\_\_\_

Ref. Your TE document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document **for the sum as shown in the price schedules attached herewith and made part of this tender**. If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC, Special Conditions of Contract”, for due performance of the contract.

We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and we certify that this bidder is not from such a country/ from such a country and has been registered with the Competent Authority and a copy of the valid registration by the Competent Authority is attached as evidence of the same (Strike out what is not applicable). In case there are Turnkey works to be carried out this bidder will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.

We agree to keep our tender valid for acceptance as required in the GIT, Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities in the last 7 years.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any.

(Signature with date)  
(Name and designation)  
Duly authorized to sign tender for and on behalf of

**Section VIII**

**CHECK LIST FOR SUBMISSION OF TENDER**

(To be filled by the tenderer and submitted along with the bid)

Sl. No.	Particular	Yes / No
1	Bid Application form duly signed and stamped	
2	i. Tender Processing Fee (Mandatory for all bidders) ii. Bid security declaration	
3	Copies of Supply orders/Completion certificate in support of Eligibility condition 2(ii).	
4	Copy of PAN Card	
5	Copy of ISO Certification of bidder, ISI/CE Certification of each product wherever asked	
6	Copies of last three years Income Tax Return statement with Balance sheets & Profit & Lose A/c i.e. 2016-17, 2017-18, 2018-19.	
7	Copy of GST Registration Certificate	
8	Authorization letter for signing tender documents if a person other than the Owner, Partner, Managing Director is signing/uploading the tender	
9	Tender form as in Section – VII duly signed and stamped	
10	Manufacturer's authorization form in format as in Section VI and, in case the bidder is empaneled by the Competent Authority under GFR 144 (xi), a copy of the same	
11	Self-certification for supporting the claim to be a local supplier under the "Public Procurement preference to Make in India" order in format as in Appendix A	
12	Any other document(s) enclosed (To be specified)	

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and have the authority to bid a tender.

Signature of the owner/  
Managing Partner/Director

Date :  
Place:

Name:  
Seal :

**SECTION – IX**

**Bid Security Declaration  
(To printed on the Firm's letterhead)**

(In compliance with the OM No. F.9/4/2020-PPD dated 12.11.2020 on the subject —Bid Security/ Earnest Money Deposit, issued by the Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, there is no need for bidders to pay Bid Security/ Earnest Money Deposit for participating in this tender. However, in lieu of Bid Security, the bidder must print this —Bid Security Declaration on his/her firm's letterhead duly sign the undertaking and upload the document in the fee cover.)

I/We hereby declare that we accept the condition that if I/We withdraw or modify our bids during period of validity etc., we will be suspended for a period of two years from participating in all tenders invited by JIPMER, Puducherry with effect from the date of our withdrawal or modification of our bid.

(Signature with date)

(Name and designation)

Duly authorized to sign this tender and declaration

for and on behalf of \_\_\_\_\_ (Name of the Bidder's Firm) Seal

## **Appendix A**

### **Self-certification format for claiming purchase preference under the “Public Procurement preference to Make in India” order**

As per the order issued by

(i) Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-BE-II dated 15.06.2017 as further amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P-45021/2/2017-B.E.-II dated 29.05.2019, Order No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020; and

(ii) Department of Pharmaceuticals vide No. F- 31026/36/2016-MD dated 18.05.2018 and the subsequent orders thereof; The purchaser reserves the right to give preference to the local supplier.

A local supplier (definition of “local supplier” is given in clause 2 of the aforesaid order of DIPP as amended from time to time) has to submit the following along with their e-tender(s) failing which their bid will be evaluated without considering such preference mentioned in the DIPP order dated 15.06.2017 further amended on 28.05.2018, 25.09.2019 and 04.06.2020:

a. The local supplier at the time of e-tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made in the format in Annexure A.

“Certified that the following items quoted has more than 50% or 20% to 50% of value addition in India at the location(s) mentioned against each and is eligible for purchase preference as per the Govt. of India “Public Procurement preference to Make in India” order Dt.15.06.2017 as further amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P-45021/2/2017-B.E.-II dated 29.05.2019, and Order No. P-45021/2/2017-PP (BE-II) dated 04.06.2020.

<b>Sl. No</b>	<b>Name of the item</b>	<b>Details of the location(s) at which the local value addition was made.</b>

Authorized Signature:  
Name:  
Designation:

b. In cases of procurement for a value in excess of Rs. 10 Crore. the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

c. Minimum Local Content: ‘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%, as defined

under the Order. “Class-II local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under this Order.

d. Margin of Purchase Preference: The margin of purchase preference shall be 20%.

e. Manufacture under license/technology collaboration agreements with phased indigenization are exempted from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement/transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content

f. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating the procuring entity.

g. A constituted committee with internal and external experts will examine for independent verification of self-declarations and auditor’s/accountant’s certificates on random basis and in the case of complaints.

h. A fees of Rs.10000/- in the form of demand draft favouring The Director, JIPMER, payable at Puducherry, is required to be deposited with complaints for verification of local content.

i. False declarations will be breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

j. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.

Officer in Charge  
Purchase Section  
JIPMER Puducherry  
For Director, JIPMER