



**JAMIA MILLIA ISLAMIA**  
Jamia Nagar, New Delhi-110 025  
Ph: 011-26982759

**Notice Limited Tender Enquiry / Notice Inviting Quotations**

No.NIQ- / / /JMI/2013

Date:-

Sealed quotations are invited from reputed companies/authorised distributors/dealers for the supply of scientific equipment/instrument for the Deptt. of ..... Bid document with other terms & conditions can be downloaded from JMI Website: [www.jmi.ac.in](http://www.jmi.ac.in) and be submitted with bid fee and notified EMD as per following:

| <b>Bid fee-DD<br/>(non-refundable)</b> | <b>Last Date for submission of bids/<br/>Time</b> | <b>Venue for Submission &amp;<br/>opening of Bids</b> |
|--|---|---|
| Rs.100/-                               | / / / by a.m/p.m.                                 | Deptt. of .....<br>/ /2013 at .....a.m/ p.m           |

**Eligibility Criteria:**

1. The Bidder should be a reputed and an authorized firm/supplier having after sales service agreement with the OEM (Proof for the same to be enclosed alongwith address, phone nos. & E-mail etc. of the Service Centre).
2. If ISO certified Company, enclose documentary proof.
3. The bidder should have experience of more than five years in execution and maintenance of equipments quoted (A certificate of establishment to be provided).
4. The bid document complete in all respect should reach the Head, Deptt. of Biotechnology, Jamia Millia Islamia, Jamia Nagar, New Delhi-110 025 on or before .....  
No bids after the last date shall be entertained.

**Sequence of documents to be provided/enclosed in each copy of the bid documents:**

1. Forwarding letter duly signed by the Authorized person.
2. Balance sheet with auditor's report for the years 2011-12 & 2012-13.
3. Latest Income Tax Clearance Certificates.
4. Central Sales Tax/VAT.
5. Proof of the authorized agent/distributors/supplier.
6. Sole Proprietary/sole manufacturer certificate for proprietary item.
7. List of Similar equipments supplied by the firm with addresses and phone numbers of customers with satisfactory completion certificate/satisfactory working certificates.
8. Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
9. Format of Schedule of Requirements at Annexure-I
10. Self-declaration at Annexure-II
11. Format for Supplier/Distributor information at Annexure-III
12. Contract Form at Annexure-IV
13. Financial Bid at Annexure-V
14. Acceptance of all clauses of bids specification duly signed page-wise.

Sd/-

**DIRECTOR/DEAN/HOD (Deptt. Name), JMI**

## Conditions of Contract

### Terms & Conditions:

1. The bidder shall be required to deposit **2% Earnest Money** of estimated value of goods to be procured through Bank Draft/Fixed Deposit Receipt/Bank Guarantee drawn in favour of **'The Registrar, Jamia Millia Islamia.'** No bid shall be accepted without the Earnest Money and Bid Fee. The JMI shall forfeit EMD, if the successful bidder fails to furnish the required Bank Guarantee.
2. The successful supplier will submit a Bank Guarantee equivalent to 5% of the total value of purchase order at the time of installation which would remain valid for a period of 60 days beyond the date of completion of all obligations of the supplier including warranty obligation. EMD will be released to successful bidder after submission of Bank Guarantee. JMI shall forfeit Bank Guarantee in the event of a breach of contract by the successful supplier.
3. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
4. The bids received after the deadline for submission of bids prescribed by the JMI will be rejected and such bids shall be marked as late and not considered for further evaluation.
5. The JMI may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the JMI and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
6. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
7. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the Notice Inviting Quotation not later than the time and date specified therein. In the event of the specified date for the submission of bid being declared a holiday for the JMI, the bid will be received up to the appointed time on the next working day.
8. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The JMI Authority has the right to reject any bids on technical grounds without assigning any reason.
9. Jamia Millia Islamia shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.

10. Prices shall be quoted in Indian Rupees for offers received for supply within India and in US dollars as per the Financial Bid format in case of offers received for supply from foreign countries. The prices quoted should be CIF or FOR, JMI destination.
11. The JMI may decide to open a letter of Credit or Wire Transfer in cases where it so decides. Any variation in price from the importer and manufacturer be indicated well in advance.
12. The imported equipments should be quoted by the authorized supplier/dealer. In this case, commitment of after sales service with the period applicable should be clearly mentioned.
13. Payment shall be made after delivery, successful installation, commissioning & submission of Bank Guarantee.
14. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes(please see Financial Bid format).
15. Prices quoted should be FOB/FOR, JMI, New Delhi inclusive of all charges required to make the equipment functional to the satisfaction of JMI, otherwise it would be presumed that the quoted prices are inclusive of all charges, if applicable.
16. In case price for imported goods are quoted in FOR, the JMI will provided customs duty exemption certificate, if the import is made in the name of JMI and the supplier should submit original Bill of Entry in the name of the Registrar, JMI.
17. Delivery should be within specified days mentioned in Purchase Order. If the equipment/instruments are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
18. The suppliers will undertake warranty of equipment/instruments from the date of installation and shall have to mention clearly the period of warranty in financial bid.
19. The quotations must be valid for 180 days (six months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
20. All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
21. The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
22. Installation, testing, commissioning of the equipments should have to be carried out by Technical experts of the company/supplier up to the satisfaction of user department of JMI.

23. Free training shall be imparted to faculty/technical staff for operation, maintenance and troubleshooting at the user department of JMI.
24. The bidder may submit the proprietary certificate for the item(s), if applicable.
25. In a bid, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same bid.
26. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same bid for the same product.
27. Jamia Millia Islamia reserves the right to purchase varying quantity of material, less or more.
28. In the process of evaluation, comparison of bids, Jamia Millia Islamia reserves the right to reject any or all bids.
29. In case replacement of a part becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the equipments shall be used. The supplier/vendor shall maintain details of the replacements and repairs carried out, if any, in any equipment/instrument in a separate document and produce the details as and when required by the user department of JMI. The cost of the parts will be borne by the supplier.
30. In case of complaint regarding repairing/replacement of equipment/instrument within the warranty period, the supplier will provide repair/replacement immediately. In case of non-compliance or delayed compliance, supplier will be penalized with an amount mutually agreed upon and it would be deducted from the Bank Guarantee.
31. The technical specification wherever given in the items' specification format is basic. The equipments/instruments may also be evaluated as per additional provisions and facilities.
32. All corrigenda will only be notified on the JMI website.
33. The Vice-Chancellor, JMI shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi/New Delhi.

Authorize Signature of the firm:

Name:

Designation:

**FORMAT OF SCHEDULE OF REQUIREMENTS**  
**(All Columns to be filled by the supplier)**

| Sl. No. | Name Equipment/Instrument | Unit | Qty. | Delivery Schedule                                   | EMD in Rupees |
|---------|---------------------------|------|------|---|---------------|
|         |                           |      |      | Delivery in _____ weeks at the user department, JMI |               |

Authorised Signatory:

Name:

Designation:

Name of the firm:

Seal:

**Self-Declaration to be given by the bidder**

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

The Registrar,  
Jamia Millia Islamia,  
Jamia Nagar, New Delhi-110025.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipments/instruments at Jamia Millia Islamia and accept the same.

**We also do hereby declare**

1. that we have not been blacklisted/debarred by any Government/Undertaking.
2. that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date: .....

Place:.....

**FORMAT FOR OTHER INFORMATION**

(To be filled in by the bidder)

Cost of Bid: Rs.100/- .....

Cash receipt/Bank Draft No .....

Date: .....

1. Name of the firm: .....

2. Address:- .....

3. Telephone/Mobile No. ....

4. Fax Number:- .....

5. Email:- .....

6. TIN/VAT/CST No.: .....

7. Firm Registration No.: .....  
(if any)

8. PAN : .....  
(attach photocopy)

9. **Earnest Money (Bids Security)**.....  
**@ 2% of the estimated value of  
the goods to be provided.**

a) Bank Draft/Pay Order No .

b) Date .

c) For Rs .

d) Drawn On .

(Signature of the authorised person)

Name of contact person

Name of Firm

Contact No.

Seal

Place .....

Date.....

**CONTRACT FORM**  
**(to be filled by the successful bidder)**

**THIS AGREEMENT** made the ..... day of....., 20.... between the Registrar, Jamia Millia Islamia, New Delhi (hereinafter called "the Purchaser") of the one part and ..... (Name of Supplier) of ..... (City and Country of Supplier) (hereinafter called "the Supplier") of the other part :

**WHEREAS** the Purchaser is desirous that certain equipment/instrument and after sales services viz., ..... (Brief Description of equipment/instrument and after sales services) and has accepted a bid by the Supplier for the supply of those equipment/instrument and after sales services for the sum of ..... (Contract Price in Words and Figures) (hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In consideration of the payments to be made by the JMI to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the JMI to provide the equipment/ instrument and after sales services and to remedy defects therein in conformity with the provisions of the Contract in all respects.
3. The JMI hereby covenants to pay the Supplier in consideration of the supply of the equipment/instrument and after sales services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



Brief particulars of the equipment/instrument and after sales services which shall be supplied/provided by the Supplier are as under:

| SL. NO. | BRIEF DESCRIPTION OF EQUIPMENT/ INSTRUMENT AND AFTER SALES SERVICES | QUANTITY TO BE SUPPLIED | UNIT PRICE | TOTAL PRICE | DELIVERY TERMS |
|---------|---|-------------------------|------------|-------------|----------------|
|         |   |                         |            |             |                |

TOTAL VALUE:

DELIVERY SCHEDULE:

SIGNATURE OF  
AUTHORISED SIGNATORY

Name :

Designation:

Name of the firm:

Seal:

REGISTAR, JMI

NAME

PLACE

SEAL

**FINANCIAL BID**

| <b>S.No.</b> | <b>Equipments &amp; Specifications</b>                          | <b>Qty.</b> | <b>Rate</b> |
|--------------|---|-------------|-------------|
|              |   |             |             |
|              | Sales tax & other taxes   |             |             |
|              | Excise duty, if any   |             |             |
|              | Customs duty, if any  |             |             |
|              | Packaging & forwarding charges, if any                          |             |             |
|              | For Octroi, if applicable, necessary certificate will be issued |             |             |
|              | Training cost, if any   |             |             |
|              | Installation and commissioning cost, if any                     |             |             |
|              | Any other charges, if any                                       |             |             |
|              | <b>Grand Total (in figures &amp; words)</b>                     |             |             |

(Signature of the authorized person)

Name of Contact Person

Name of Firm

Contact No.

Seal