



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

Notice Limited Tender Enquiry

Tender No.NIQ-1/Equip (I&W) /CIE/JMI/2016 – 04-RE-4

21st April, 2017

Sealed quotations are invited in a **two bid format** from reputed companies/authorized distributors/dealers for the supply of equipment/instrument for the Centre for Innovation and Entrepreneurship. Bid document with other terms & conditions can be downloaded from JMI Website: www.jmi.ac.in and be submitted with bid fee and notified EMD as per following:

Bid fee-DD (non- refundable)	Last Date for submission of bids / Time	Venue for opening of Bids
Rs.1000/-	22/05/2017 latest by 5:00 P.M.	Opening of Technical Bids Centre for Innovation and Entrepreneurship 24/05/2017 at 03.00 P.M.
		Technically Qualified vendors will be notified separately for opening of Financial Bids

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 along with 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 respects should reach The Director, Centre for Innovation and Entrepreneurship, Jamia Millia Islamia, Jamia Nagar, New Delhi-110 025 (Attn. Honorary Director, Centre for Innovation and Entrepreneurship should be written over the sealed envelope) on or before 22/05/2017 latest by 5:00 P.M.

No bids after the last date shall be entertained.

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

1. Forwarding letter duly signed by the Authorized person.
2. Balance sheet & ITR for the years 2013-14 & 2014-15 (with auditor's report, if any)
3. Proof of the authorized agent/distributors/supplier, if applicable on confirmation of being manufacture.
4. Sole Proprietary/sole manufacturer certificate for proprietary item, if applicable.
5. List of Similar equipments supplied by the firm with addresses and phone numbers of customers with satisfactory completion certificate/satisfactory working certificates.
6. Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
7. Format of Schedule of Requirements at Annexure-I
8. Self-declaration at Annexure-II
9. Format for Supplier/Distributor information at Annexure-III
10. Contract Form at Annexure-IV
11. Technical Bid at Annexure-V
12. Financial Bid at Annexure-VI
13. Acceptance of all clauses of bids specification duly signed page-wise.

Sd/-
Director, CIE, JMI

Instructions to Bidders

The interested bidders are required to submit their bids in two parts:

1. **Technical Bid** should be sealed in a separate envelope duly super scribed “Technical Bid” – **Tender No.NIQ-1/Equip (I&W) /CIE/IMI/2016 – 04-RE-4**
2. **Financial Bid** should be sealed in a separate envelope duly super scribed “Financial Bid **Tender No.NIQ-1/Equip (I&W) /CIE/IMI/2016 – 04-RE-4**
3. The sealed Technical and Financial Bids should be put in a bigger main cover/envelope which should also be sealed and duly superscribed “**Tender No.NIQ-1/Equip (I&W) /CIE/IMI/2016 – 04-RE-4**, indicating the due date for submission of tender. The main cover/envelop should be addressed to “**The Hony. Director, Centre for Innovation and Entrepreneurship Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.**”
4. The Tender Fee & EMD should be submitted in a properly labeled separate envelope.
5. The tender complete in all respect alongwith tender fee and Earnest Money should reach the Centre for Innovation and Entrepreneurship Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 on or before due date.
6. No tender after the last date shall be entertained. Any enquiry/clarification with regard to the tender document should be sent to “**please mention concerned person email here (cie@jmi.ac.in)**” within one-week of notification of the Tender.

Conditions of Contract

Terms & Conditions

1. The bidder shall be required to deposit 5% 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, New Delhi'. 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. Quotation would be rejected for award if it is determined 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 quotation received after the deadline for submission of quotations 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 FOR or CIF basis.
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 should 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 CIF/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:

ANNEXURE -I

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

S. 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:

ANNEXURE-II

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:.....

ANNEXURE-III

FORMAT FOR OTHER INFORMATION

(To be filled in by the bidder)

Cost of Bid: **Rs.1000/-**

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).....
@ 5% 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:

REGISTRAR, JMI
NAME
PLACE
SEAL

ANNEXURE V

ICECREAM

Sl. No.	Tender requirements	Quantity	Agreed to Supply Confirm with Yes or No
One set of Ice Cream Cone Making Machine: One set of equipment consisting of the following:			
1.	Semi-automatic ice cream cone baking machine for making standard size Ice Cream cones of capacity 125ml. cone inner neck dia –40mm. Heating by electrical heaters. Reputed make electricals and controls to be used. Output: 3000 nos. per hour	One	
2	Cutting knife	One	
3	Dough mixing machine. Make of material – SS304 Capacity: 20 litre	One No	
4	Dosimeter made of SS304 with tilting infusion device	4 Nos.	
5	Complete set of tools, jigs & fixtures required for installations (please specify each item with detailed specifications / quantity - use separate sheet if required) (Anti-vibration mountings/ foundation bolts etc), tools for smooth operations & maintenance of machines (hand tools, special tools including electrical circuit diagrams and electrical spares, etc.)	One set	
6	Spares to maintain normal operations of machine for two years. (please specify each item with detailed specifications / quantity - use separate sheet if required) Including the following: Electrical heater (18 gauge) – 15 nos. Electrical heater 20 gauge – 10 nos. Heater beads – 3 kg. Contractor 25 Amp 4 pole- 3 nos. Porcelain connector – 10 nos. Ensure the spares list include all the items/ parts those are required to be replaced during the course of normal running of machine, due to their wear & tear.	One Set	
7	Raw material suitable for manufacturing 5000 cones in trial run required for taking out the pilot production after the installation commissioning of machines at site (please specify each item with detailed specifications /	One Lot	

	quantity - use separate sheet if required) Any other necessary provisions required for satisfactory operation		
<p style="text-align: center;"><u>Note:</u></p> <p>The aspects mentioned below must be noted while submitting bids for the above mentioned plant and machinery / equipment:</p> <ol style="list-style-type: none"> a) Finished products should have quality similar to norms of Bureau of Indian Standards / FPO AGMARK, wherever applicable. b) All machines / equipment should be compatible with 220 V Single Phase, 380-400 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines upto main supply wherever necessary should be supplied along with machines. c) In case foundation of the machine is required for installation, necessary foundation bolts, pads, washers etc. should be supplied along with foundation drawing. d) All machines should be supplied with electricals, raw material handling and finished material packing arrangement along with working tools. e) List out the technical specification, additional equipment required, if any, for smooth running of the project. f) All machines should be complete and ready for production of stated capacity and should be supplied with operation and maintenance manual. 			

Signature of Bidder

Seal of bidder

ICECREAM

Sl. No.	Tender requirements	Quantity	Price (INR)
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2	Cutting knife	One	
3	Dough mixing machine. Make of material – SS304 Capacity: 20 litre	One No	
4	Dosimeter made of SS304 with tilting infusion device	4 Nos.	
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7	Raw material suitable for manufacturing 5000 cones in trial run required for taking out the pilot production after the installation commissioning of machines at site (please specify each item with detailed specifications / quantity - use separate sheet if required)	One Lot	

	Any other necessary provisions required for satisfactory operation		
	Warranty period		
	VAT/Sales Tax		
	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		
	AMC of the machine for two years after warranty period should also be quoted.		

Signature of Bidder

Seal of bidder