

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (CBIT)

Gandipet, Hyderabad, Telangana, PIN: 500075

1. *ALL E-Tenders to be addressed [To purchase@cbit.ac.in](mailto:To_purchase@cbit.ac.in) with CC to Principal@cbit.ac.in. Hard copies to be addressed to Principal , CBIT(A) HYDERABAD 75*

Subject: Terms and conditions of the tender for procurement of Laboratory equipment.

CBIT, established in the Year 1979, esteemed as the Premier Engineering Institute in the States of Telangana and Andhra Pradesh, was promoted with an Objective to facilitate the Best Engineering and Management Education to the Students and contribute towards meeting the need of Skilled and Technically conversant Engineers and Management Professionals, for the Country that embarked on an Economic Growth Plan. In its relentless strive for Academic excellence, CBIT has scaled great heights both Nationally and Internationally in Industry and Global Universities. Many faculties and students are working in various development projects and the M.Tech and Ph.D. students are also working in some of the advanced research areas. The upgradation of the EEE Dept lab is being undertaken and the equipment are planned to be procured.

The closing date for submission of offers/quotations is 14:00 Hrs. (IST) on 12th November, 2020. All offers/quotations in sealed envelope duly signed by an authorized person of the attorney(s) /firm / institution should reach the Purchase Department of CBIT on/before the closing date. As various restrictions and guidelines are inforce in different states, Options is being made available to send e-offers as attachment over e-mail (with Scanned copy of the signed documents). The scanned copy of the receipt (as proof of hard copies posted to CBIT) should also be enclosed along with e-offers. In case the hard copy is not received by the college due to partial working of various services at present, the scanned copy sent over e-mail will be taken into consideration and the firm will be asked to resend the hard copy.

Regarding e-offers, please note that the Technical bid and Financial bid have to be in two separate files. The financial bid (preferably a pdf file) should be protected by pass word, which will be requested from vendors if they are meeting eligible criteria and are technically suitable (similar to opening of financial bid after the acceptance of technical bid in case of sealed postal offers). CBIT's decision is final in these regards and no correspondence will be entertained in this regard.

Eligibility Criteria

The vendor should quote for the equipment with detailed technical specification and should have supplier similar laboratory equipment to Academic institutions or Industries.

A. Instructions to the tenderers

1. The tenderer should be registered under the Goods and Services Tax Rules. The tenderer should submit a copy of registration certificate to this effect along with technical bid.
2. The tenderer should be income tax assessee for last three years. Copies of Income tax returns for last 3 years and PAN/TAN Nos. should be enclosed along with technical bid.
3. The tenderer should submit the entire documents (Technical bid and Financial Bid) with all the pages of the document duly signed and numbered. The offers should be submitted in two sealed covers, one super-scribed "Technical Bid" and other "Financial Bid". Both covers shall be put in another sealed cover super-scribing the envelope with "Tender for Empanelment of Patent Attorneys/firm/institution and due date". In case of e-offers two separate pdf files to be enclosed. As mentioned, **the financial bid soft copy should be protected by password the vendor which will be requested if the party is found to be technically suitable.**
4. The applicable rate of the GST on the rates quoted should be clearly specified in the Financial bid.
5. The closing date for submission of **offers/quotation is 14:00 Hrs. (IST) on 12th November, 2020.** All offers/quotations in sealed envelope duly signed by an authorized person of the firm/Institution should reach CBIT, Gandipet, Hyderabad, Telangana, PIN: 500075 on/before the closing date and time. **Please ensure that the e-offers are submitted/delivered at CBIT server before closing date and time which will enable the Firm to participate in the tender, in case the hard copies are delayed due to the present situation of partial working of various services.**
6. The Technical bid (hard copies/e-offers) will be opened at **3.00 pm. on 12th November, 2020** in the presence of attending tenderers or their authorized representatives or over a web meeting where the tenderers can attend because of present Covid situation. Please note that e-offers should be scanned copy of the offers submitted in form of hard copies. In case any difference is found, the offer will be rejected.
8. After opening of the Technical bid, the eligibility and technical suitability of the attorneys/firms/institutions shall be evaluated, which may take few days' time. Clarifications if any required will be asked over e-mail. In case the clarification is not received within the prescribed time, the offer will be rejected.
9. Financial bids of only those bidders will be opened who fulfill the eligibility criteria, meets the technical bid requirement, accepted the terms and conditions and whose documents are found in order.
10. Financial bid of the qualified bidders shall be opened after informing the tenderers. The date of opening of financial bids will be informed to the qualified bidders.

Attorneys/firm/institution will be decided by the departmental committee of CBIT based on the technically qualified and L1 offer.

11. If any clarification is required, it should be obtained before filling the Tender Document.
12. The tenderers who do not fulfill all or any of the tender conditions or if the tender is incomplete in any respect, will be summarily rejected.
13. The Firm shall maintain confidentiality of all the documents provided by CBIT.
14. CBIT reserves the right to negotiate with L1 bidder.
15. CBIT reserves the right to accept or reject the tenders in full or part without assigning any reason thereof.

B. Other Terms and Conditions

C1. Performance Security/Performance bank guaranty

- a) Successful bidder shall be required to furnish a Performance Security for an amount Rs. 100,000 in the form of Performance Bank Guarantee (PBG) from any Indian Commercial Bank with a validity of the whole empanelment period and 15 days beyond the date of completion of the guarantee period.
- b) Performance Security has to be submitted within 15 days working from the date of issue of the empanelment offer to the successful bidder.
- c) Non-submission of Performance Security Deposit or in timely manner shall lead to delay in payment of last 10% payment.

C2. Validity of bids

Bids should be kept valid for acceptance by CBIT for a period of 90 days after the tender opening date.

C3. Payment Terms

- (i) **No advance payment will be made.**
- (ii) The payment (80 %) will be made against inspection and delivery and rest 10 percent after successful erection commissioning and 10 % against PBG.
- (iii) Tax Deduction at Source (TDS) shall be affected from each bill/invoice (as applicable) of the agency under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

C4. Disputes & Arbitration

- (i) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with all the terms & conditions of the contract.

D. GENERAL TERMS AND CONDITIONS

- (i) Tenders received after prescribed closing date and time shall not be accepted under any circumstances. In case the e-offers are received before the closing date and time along with receipt of posting the hard copy of the offer, the committee will consider such offers subjected to the condition that the original hard copies of the e-offers are received by CBIT subsequently.
- (ii) Bids received in the format prescribed in this tender document shall only be considered. Bidders have to furnish the Technical and Financial Bids, only in the prescribed formats as enclosed.
- (iii) The terms and conditions stipulated in the tender document shall be integral part of the empanelment contract.
- (iv) Any conditional offers made by the tenderer or any alternations/ corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender documents or e-offers will be summarily rejected.
- (v) If the supplier fails to supply the equipment within the delivery period (8 to 10 Weeks), CBIT will apply risk purchase clause and the additional burden on CBIT for the new process for procurement will be borne by the supplier.
- (vi) If the performance of the equipment is found to be unsatisfactory during the guarantee period and it is not attended within 7 days of reporting to solve the issue by the supplier, the Performance Security of the agency would be forfeited. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- (xiii) CBIT reserves the right to reject any or all tenders and to cancel the process at any time prior to award of contract without assigning any reason.
- xv) The rate quoted by the firm and finalized as per the purchase order shall remain firm during the period of contract.
- (xvi) The Purchase Order will be awarded to the successful Bidder whose bid has been determined to be responsive meeting technical requirement, prescribed terms and conditions and has been determined to be the lowest evaluated bid, provided further the Bidder is determined to be qualified to execute the Work Order/Purchase order satisfactorily.

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)
TENDER NOTIFICATION NO: Ref No. CBIT/-----

Undertaking

To,
The Principal,
CBIT
Hyderabad

1. I/We hereby certify that all the statements made and information are true and correct.
2. I/We have furnished all information as required in "Profile and Competencies of the Firm" which is necessary and to be used for the Technical and Financial bids only.
3. I/We also authorize CBIT to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical competence, and experience for having successfully completed the assignments mentioned in the technical bid.
5. I/We understand that CBIT will follow the evaluation procedure mentioned in the tender document. We do not have any objection if our offer is rejected by CBIT without mentioning any reason/explanation.
6. I/We undertake to provide and supply the equipment and services as per our technical/commercial offer against CBIT's work order/Purchase order to the satisfaction of CBIT. No advance payment will be made for any work by CBIT.

I am fully competent to submit this quotation on behalf of my company.

Signature of Authorized Signatory _____

Official Seal.

Date _____

Address _____

