

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**

*Phone: 0462-2338632(O), Fax: 0462-2334363*  
*Email: registrar@msuniv.ac.in, Web: www.msuniv.ac.in*

**TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF  
TRINOCULAR STEREO MICROSCOPE AT SRI PARAMAKALYANI CENTRE  
FOR ENVIRONMENTAL SCIENCE (ALWARKURICHI- TIRUNELVELI) OF  
MANONMANIAM SUNDARANAR UNIVERSITY**

<i>S.No.</i>	<i>Subject</i>	<i>Page No.</i>
1.	Tender Notice	2
2.	Check List	4
3.	Instructions to Bidders	5
4.	Terms and Conditions of the Tender	20
5.	Technical Bid	28
6.	Financial Bid (Schedule of Rates)	29
7.	Annexure	31-51
	i. Declaration	31
	ii. Letter of Authorization for attending the Bid Opening	32
	iii. Undertaking	33
	iv. Pre-Qualification Compliance Statement	34
	v. Specimen Agreement	36
	vi. Performance Security Deposit / Bank Guarantee Form	38
	vii. Technical Bid – Bid Letter	42
	viii. Technical Bid - Bid Particulars	43
	ix. Technical Bid - Project Methodology	45
	x. Technical Bid - Agency's Experience	46
	xi. Technical Bid - Previous Experience	47
	xii. Technical Bid - Annual Turn over	48
	xiii. Technical Bid - Technical Details of Trinocular Stereo Microscope	49
	xiv. Technical Bid - Earnest Money Deposit Details	50

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**TENDER NOTICE**

1. Sealed tenders are invited under two bid system viz. technical bid and financial bid from well established Companies registered under Indian Companies Act for “Supply, Procurement and Installation of ‘**Trinocular Stereo Microscope**’. The eligibility conditions and detailed scope of work are mentioned in the relevant chapters of this tender document.
  
2. Tender documents can be downloaded from the University website. Cost of the Tender document is Rs.500/-. Interested bidders will have to make payment by means of two Demand Drafts. One Demand Draft may be drawn for a sum of Rs.500/- in favour of “The Registrar, Manonmaniam Sundaranar University” towards the cost of Tender document. Bidders have to submit the duly filled - in tender document with necessary supportive documents and certificates as per terms and conditions along with the above mentioned two DDs and an Earnest Money Deposit (EMD) of Rs. 15,000 (Rupees fifteen thousand) by way of Demand Draft drawn in favour of “The Registrar, Manonmaniam Sundaranar University” payable at Tirunelveli to the office of the Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli-627012 on or before 31.10.2017 at 03.00 p.m. The tender document will not be accepted after stipulated date and time under any circumstances.

3. Main envelopes containing the DDs, Technical Bids and Financial Bids will be opened on 31.10.2017 at 04.00 p.m and the technical bids will be scrutinized and evaluated by the empowered Committee. At the second stage, only the technically qualified Bidders in Technical Bid Evaluation will be intimated by this university about the date of opening of Financial Bids and for evaluation of their prices.
4. The Registrar reserves the right to amend or withdraw any of the terms and conditions specified in the tender document or to reject any or all the tenders in whole or in part without assigning any reason. Further Addendum/Corrigendum, if any, will be uploaded in the website of University only. The decision of Registrar, in this regard, shall be final and binding on all.

Date:

Registrar

Tirunelveli

### **CHECK LIST**

S.No	Enclosure	Enclosed / Not Enclosed (Fill Yes/No appropriately)
1.	Declaration (blacklisting or otherwise)	
2.	Authorization for Attending the Bid Opening	
3.	Undertaking	
4.	Pre-Qualification (Minimum Eligibility) Compliance Statement	
5.	Specimen Agreement for Signing Contract	
6.	Format for providing Bank Guarantee	
7.	Technical Bid – Bid Letter	
8.	Technical Bid - Bid Particulars	
9.	Technical Bid - Project Methodology	
10.	Technical Bid - Agency's Experience	
11.	Technical Bid - Previous Experience	
12.	Technical Bid - Annual Turnover	
13.	Technical Bid - Technical Details of Trinocular Stereo Microscope	
14.	Technical Bid - Earnest Money Deposit Details	

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**Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017**

**Date of Opening of Technical Bids: 31.10.2017 at 4.00 p.m**

**INSTRUCTIONS TO BIDDERS**

**1. Definitions**

- (i) “The University” means the “Manonmaniam Sundaranar University”.
- (ii) “The Tendering Authority” means the “Registrar, Manonmaniam Sundaranar University”.
- (iii) “The bidder” or “Tenderer” means the company who participates in this tender and submits bid.
- (iv) “The supplier” or “The contractor” means the successful bidder to whom the supply order has been awarded and with whom the Tendering Authority signs the contract/agreement for rendering of goods and services.
- (v) “The Contract” means the agreement entered between the Tendering Authority and the Bidder, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- (vi) “The contract price” means the price payable to the Successful Bidder under the Contract /Supply Order for the full and proper performance of its contractual obligations.
- (vii) “The Goods” means all the materials/ services, which the Bidder is required to supply to the Tendering Authority under the Contract.
- (viii) “The Services” means services ancillary to the Scope of Work hereinabove, transportation, any other incidental services and other obligations of the Bidder covered under the Contract.
- (ix) The “Day” means a working day.

## 2. Bid Document:

3.2 The Bid Document consists of the following:

- i. Notice inviting tender
- ii. Instructions to bidders
- iii. Terms and Conditions of the Tender
- iv. Technical bid format
- v. Financial bid format (schedule of rates)

The Tender Document can be downloaded from the University website [www.msuniv.ac.in](http://www.msuniv.ac.in). Cost of Tender Document and VAT shall be paid through two Demand Drafts (DD). One DD may be drawn for a sum of Rs.500/- in favour of “The Registrar, M.S.University” in any nationalised Bank payable at Tirunelveli towards cost of tender document.

2.2 The Bidder is expected / advised to go through the tender document and understand all the instructions, forms, terms, scope of the work and specifications in the tender document. Then the bidder shall fill the Tender document with information pertaining to the firm, shall duly sign and stamp in all its pages and submit the bid with essential supportive documents and certificates. The tender document shall be submitted as per the procedure and requirements stipulated herein. Failure to furnish all information required by the bid document or submission of a bid not substantially responsive to the bidding document in every respect shall be at the Bidder's risk and may result in rejection of the bid.

2.3 Tender documents can be downloaded and submitted by eligible bidding company in the prescribed format with required information and supportive documents along with two DDs. The bid without DDs will not be accepted for any reason.

2.4 The bidder shall bear all the costs associated with the preparation and submission of the tender. The Tendering Authority is not liable for these costs regardless of the conduct or outcome of the tendering process.

**3. Documents / Certificates:** The bidders are required to submit Technical Bid as per the format enclosed herewith along with the photocopies of the following supportive documents. The originals of the same should be produced for verification at the time of technical bid evaluation, failing which the bids will be summarily rejected and will not be considered further:

- (i) Copy of Certificate of Incorporation indicating the legal status of the bidding company
- (ii) Copy of the GST/TIN registration certificate issued by Commercial Tax Department of Government of Tamil Nadu
- (iii) Copy of PAN Card of the bidding company
- (iv) Copies of Income Tax Returns for the past 3 years.

- (v) Copies of invoice for having supplied the ‘Trinocular Stereo Microscope’ to minimum of two different customers.
- (vi) Copy of Supply Order in a single supply to the value of Rs. 15 lakhs (Fifteen lakhs) during the last three years to any Government/ Public Sector Organization and its successful completion certificate.
- (vii) Copy of invoice for having supplied the items to any of the State University in Tamil Nadu (Not mandatory).
- (viii) Copy of valid ISO certificates.

**4. Clarification on Bid Document:** A prospective bidder requiring any clarification on the Bid Document may notify the Registrar (Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli) in writing by Registered Post / Speed Post. Such requests for clarifications should be sent not later than seven days prior to original or extended last date for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded in the University website [www.msuniv.ac.in](http://www.msuniv.ac.in) for the benefit of all the prospective bidders.

**5. Amendment of Bid Document:**

5.1 At any time, prior to the last date for submission of bids, the University may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid document by amendment. The amendment will be uploaded in the University website [www.msuniv.ac.in](http://www.msuniv.ac.in) only for the benefit of all the prospective bidders.

5.2 In order to give reasonable time to the prospective bidders for taking an amendment into account in preparing their bids, the Registrar may, at his discretion, extend the last date for the submission of bids.

**6. Rejection of Incomplete and Conditional Tenders:** The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

**7. Non Transferability:** This tender is non transferable.

**8. Minimum Eligibility Criteria:**

The Company participating in the bidding should fulfil the following

- (i) The Bidder should be a company registered in India under Companies Act, 1956 or as amended and is operational for more than last three years i.e. 2014-15, 2015-16 & 2016-17.
- (ii) Proprietorship & Partnership firms are not allowed to participate in this bid.
- (iii) The bidder should fulfil the Terms and Conditions of eligibility as in accordance with the directions of Department of Science and Technology, Government of India.

- (iv) The bidder should have GST registration/Tax Index Number issued by the Commercial Tax Department of Government of Tamil Nadu.
- (v) The bidder must be a direct dealer of the 'Trinocular Stereo Microscope'. A declaration with supportive documents needs to be furnished by bidder in this regard.
- (vi) The bidder should have experience of design, supply, installation, testing & commissioning and operation & maintenance of 'Trinocular Stereo Microscope' in the last three years. Copies of work order executed in the last three years should be submitted. Proof of successful completion of similar works during the last three years *i.e.*, 2014-15, 2015-16 & 2016-17 should also be submitted.
- (vii) The bidder must have Average Annual Turnover of not less than Rs. 1 **Crore** in each of the past three financial years *i.e.* 2014-15, 2015-16 & 2016-17. For those bidders, who cannot furnish audited financial statements of 2016-17, provisional balance sheet signed by a Chartered Accountant shall be allowed. Certificate for average annual turnover given by a Chartered Accountant shall be submitted by the bidder.
- (viii) The bidder should have registered for GST.
- (ix) The bidder should have PAN number and should be an Income Tax Assessee.
- (x) The bidder should have valid ISO Certificates.
- (xi) The bidder should not have been blacklisted by the Government Departments/ other institutions. (Declaration as in the specified format to be submitted)
- (xii) Mere fulfilment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.
- (xiii) **Sub-letting of Work:** The Bidder should not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

**9. Details of Demonstration of the Solution:** The bidder shall demonstrate the actual working of the system before the Technical Evaluation Committee. The bids of the tenderers, who fail to provide the demonstration or provide unsatisfactory demo will be rejected.

**10. Language:** The bids prepared by the bidders, all correspondences and documents relating to the bid exchanged by the bidder with the University shall be written in English only.

**11. Preparation of Bids:** The bids prepared by the bidder shall comprise of (i) **Technical Bid** and (ii) **Financial Bid** and shall have to be submitted in separate sealed covers on or before 31.10.2017 at 3.00 p.m to The Registrar, Manonmaniam Sundaranar University as prescribed in Clause 16.



- (i) Submission of bid without the EMD amount and/or without the Tender Cost will be treated as “Tender without EMD and/or Tender without Tender Document Cost” and will lead to non acceptance by the Tendering Authority.
- (ii) All the information/ documents sought should be provided with the Technical Bid in the same serial order as given in the Technical Bid. The Technical Bid, besides other details, should contain the (1) “Declaration” as per Annexure-1 regarding non-blacklisting of the bidding company or its Proprietor/Director by the Government; (2) “Letter of authorization for attending the bid opening” as per Annexure-2, in case a representative of the bidding company is attending the bid opening; “Undertaking” as per Annexure-3, “Pre-Qualification Criteria Compliance Statement” as per Annexure-4. The Technical Bid without these enclosures and copies of supportive documents mentioned in Annexure 4 will be disqualified.
- (iii) Financial Bid shall specify the rates / prices in the format shown in the financial bid/price schedule (N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected). Financial Bid should be properly signed. Unsigned hard copy of the Financial Bid will lead to rejection of the bid.
- (iv) The Check list of documents to be submitted with the bid is provided in the tender document. All the documents submitted along with the Tender should be signed/certified by the authorized signatory of the bidding company. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid, attest them.
- (v) There should be no handwritten materials, corrections or alterations in the bid. Technical details must be filled completely. Filling up of the Technical Detail Form using terms such as “OK”, “Accepted”, “Noted”, “As given in brochure/Manual” is not acceptable. The Tendering Authority may treat bids not adhering to these guidelines as unacceptable.
- (vi) The University will not entertain any reasons or cause for delay or late submission of bid and such late bid will not be accepted.

**12. Bid Prices:** The rates/ prices should be quoted in Indian Rupees only in words as well as in figures.

- (i) Excise duty, sales tax, GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are not indicated separately, it will be considered as included in the price quoted.
- (ii) Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be valid and considered for evaluation.
- (iii) No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

- (iv) The bidder must fill up quoted price against each item in the space provided in the respective columns of the format. **(N.B.** Price should not be indicated in any of the documents other than the financial bid).
- (v) If there are discrepancy between the prices quoted in words and figures, lower of the two shall be considered.

**13. Earnest Money Deposit (EMD):**

- (i) Bidder should pay Earnest Money Deposit through a Demand Draft drawn for a sum of Rs. 15,000 (Rupees fifteen thousand) from any Nationalized Bank in favour of “The Registrar, Manonmaniam Sundaranar University” payable at Tirunelveli.
- (ii) The EMD shall remain be valid for a period of 45 days beyond the final validity period of bids (120 days).
- (iii) A bid received without EMD shall summarily be rejected as non responsive at the bid opening stage and returned to the bidder unopened.
- (iv) The EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.
- (v) The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case. The EMD of the unsuccessful bidder will be discharged / returned to them within 30 days after finalization and award of the supply order without any interest.
- (vi) The successful Bidder’s Earnest Money Deposit shall be discharged to the Bidder, when the work has been found as completed.
- (vii) The bid security may be forfeited, if
  - a) the bid is withdrawn by the respective bidder during the period of bid validity specified in the bid document;
  - b) the bidder fails to
    - 1. Sign the contract/agreement
    - 2. Furnish the Performance security/Bank Guarantee within the specified time as in the document.

**14. Period of validity of bids:** The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Tendering Authority as non responsive.

## **15. Signing of the bids:**

- (i) The bid shall be typed or printed. All the pages of the bid document shall be numbered consecutively and shall be signed by the bidder and stamped as proof of having read the contents therein and in acceptance thereof.
- (ii) All the entries in the bid document should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheets duly signed by the authorized signatory may be attached.
- (iii) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.
- (iv) Individual signing the tender or other documents must specify whether he/she signs as:-
  - a) a“sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - b) a partner of the firm, if it be a partnership firm, in which case he/she must have authorization to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- (v) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Registrar, Manonmaniam Sundaranar University, Tirunelveli may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

### **N.B.**

- a. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- b. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all the partners of the firm.

## 16. Submission of Bids:

Submission of bids shall be in accordance with the instructions given in the following table:

<b>Envelope No. 1: EMD</b>	The envelope containing the DDs drawn towards EMD and Cost of Tender Document shall be sealed and superscribed with “EMD – Supply and Installation of ‘Trinocular Stereo Microscope’ with Tender number and Date.
<b>Envelope No. 2: Technical Bid</b>	<p>The duly filled-in Technical Bid as per the forms prescribed in the Tender Document along with the required documents and certificates shall be in a separate sealed envelope of appropriate size.</p> <ul style="list-style-type: none"><li>• The sealed envelope should be superscribed with “Technical Bid - Supply and Installation of ‘Trinocular Stereo Microscope’ with Tender number and Date.</li><li>• This envelope <i>should not</i> contain the financial bid, in either explicit or implicit form, in which case the bid will be rejected.</li></ul>
<b>Envelope No. 3: Financial Bid</b>	<ul style="list-style-type: none"><li>• The Financial Bid shall be submitted in a separate sealed envelope as per the forms prescribed in the Tender Document.</li></ul> <p>The sealed envelope should be superscribed with “Financial Bid - Supply, Design, Procurement and Installation of ‘Trinocular Stereo Microscope’ with Tender Number and Date. (Not to be opened with the Technical Bid)</p>
<b>Envelope No. 4: Outer Main Envelope</b>	All the above three envelopes should be put in Envelope No. 4 which shall be properly sealed and superscribed with “Tender for Supply, Design, Procurement and Installation of ‘Trinocular Stereo Microscope’ with Tender number and Date.
<b>Note:</b>	<p>(i) The outer and inner envelopes mentioned above shall indicate the name, address and contact name along with phone number of the Tenderer.</p> <p>(ii) Each envelope shall be sealed properly.</p> <p>(iii) The bidders must submit samples wherever it has been advised in the scope of the work.</p>

All the envelopes shall be addressed to: **The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli, Tamil Nadu – 627 012.**

#### **17. Last Date for Submission of Bids:**

- 17.1 The Main Envelope consisting of the Bid shall be submitted to “The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli- 627012” by post so as to reach on or before 31.10.2017 at 3.00 p.m. The delay in delivery by post will not bind the University. The Envelopes not superscribed with the Tender details are liable to be ignored.
- 17.2 No bids will be received / accepted after the prescribed last date and time for submission of Tender Documents.
- 17.3 The Registrar may, at his discretion, extend the last date for submission of bids through the issuance of an amendment for the reasons mentioned therein. In which case all rights and obligations of the University and the bidders subject to previous last dates shall thereafter be subject to the new deadline as extended.
- 17.4 The responsibility for submission of the bids in time would rest with the bidder.
- 17.5 E-Mail / Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date will be taken as valid.
- 17.6 In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the bids shall be received up to the prescribed time on the next working day.

#### **18. Modification and Withdrawal of Bids:**

- (i) The bidder may modify or withdraw the bid after submission provided that the written notice of the modification or withdrawal is received by the University prior to the last date prescribed for submission of the bids.
- (ii) The bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with the procedure of submission of bid. A withdrawal notice may also be sent by E-Mail / fax but followed by a signed confirmation copy by post, which should be received by the University before the last date for submission of bids.
- (iii) No bid shall be modified subsequent to the last date for submission of bids.

#### **19. Bid Opening:**

- (i) Envelope No.1 containing the DDs drawn towards EMD, will be opened in the presence of the Registrar and the Finance Officer of the University at the time mentioned in the Tender Notice on the last date for submission of the bids in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the EMD is not found as prescribed, the bid will be summarily rejected. The representatives are required to bring photo identity card issued by the firm / employer and also a copy of the authorization as given in the Annexure-2.

- (ii) Envelope No. 2 containing the Technical Bid will then be opened in the presence of the Registrar and the Finance Officer of the University. The bidder's names, the list of documents submitted / not submitted and such other details will be announced at the time of bid opening.
- (iii) Envelope No.3 containing the sealed Financial Bid of those bidders whose Technical Bids are found to be generally in order and substantially responsive will be opened at a subsequent date which will be intimated in advance to such eligible bidders.
- (iv) If the date on which the tender is to be opened for acceptance is declared as a holiday, tenders shall be deemed to remain open for acceptance till the next working day.
- (v) The Financial Bids of technically qualified bidders only will be opened and considered by the empowered Committee. The said Committee will evaluate the bids to determine whether
  - i. They are complete;
  - ii. The requisite bid securities have been furnished;
  - iii. The bids have been properly signed and stamped; and
  - iv. The bids are generally in order.
- (vi) Only summary of prices quoted by the bidders will be read out.

**20. Process to be Confidential:**

- (i) After the opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of Tender shall not be disclosed to bidders or other persons not officially concerned with such process.
- (ii) Any effort by the bidder to influence the University in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

**21. Clarification of Bids:** To assist in the examination, evaluation and comparison of bids, the empowered Committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or E-mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 23 hereof. The Tender Inviting Authority may ask Bidder(s) for additional information and visit Bidder's site and/or ask for technical presentation and may arrange for discussions with their professional, technical faculties to verify claims made in technical bid documentation.

**22. Determination of Eligibility & Responsiveness:**

- (i) The empowered Committee will determine whether the bid is substantially responsive to the requirements of the Bid document. For the purpose of this clause, a substantially responsive bid is defined as a bid which conforms to all the terms & conditions and the prescribed minimum eligibility criteria without any deviation or reservation.

- (ii) A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

**23. Evaluation and Comparison of Bids:**

- a. Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents, in accordance with Clause 24 will be evaluated. Other non responsive bids will be rejected.
- b. Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary.
- c. Evaluation of the bids will take into account, in addition to the bid amounts, the following factors:
  - i. Arithmetical errors corrected in accordance with relevant clause
  - ii. Such other factors as may be considered to have a potentially significant impact on contract execution price and payments. Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the University, shall not be taken into account in bid evaluation.

**24. Technical Bid Evaluation:**

- (i) Technical Evaluation Committee will evaluate the technical bids to determine whether they are complete, whether documents have been furnished, properly signed and whether the bids are generally in order.
- (ii) Technical Evaluation Committee will examine/ evaluate the technical bids to determine whether they
  - a) Fulfil the minimum eligibility criteria,
  - b) Submitted the requisite documents,
  - c) Meet the terms and conditions specified, and
  - d) Complied with all the instructions contained therein, etc.
- (iii) Prior to financial evaluation, pursuant to Clause 23, the Technical Evaluation Committee will determine the substantial responsiveness of each bid to the bid document. The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- (iv) A bid determined as substantially non responsive will summarily be rejected by the Tender Inviting Authority and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

**25. Financial Bid Evaluation and Comparison of Substantially Technically Responsive Bids:**

- (i) The University will shortlist those who are eligible and submitted substantially responsive Technical Bids for opening of financial bid. Technically successful bidders would be called to attend opening of financial bids. The financial bids of unsuccessful bidders would not be opened.
- (ii) Bids determined to be substantially responsive will be verified for arithmetical errors, if any, in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
  - b) Incorrectly added totals will be corrected;
  - c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail; If a bidder does not accept the correction of errors as outlined above, such bid is liable for rejection.
- (iii) The University may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
  - (iv) The Tender Inviting Authority may at its discretion discuss with the Bidder(s) to clarify contents of their financial bid.
  - (v) The Tender Inviting Authority, keeping in view the objective of cost effective and sustainability, may negotiate with the bidder. If the negotiation is not satisfactory, the bidder with whom negotiation carried out will be rejected and negotiation then will be done with other bidder as deemed fit.

**26. Contacting the University:**

- (i) Subject to Clause 21, no bidder shall try to influence the University on any matter relating to its bid, from the time of the bid opening till the time of award of Tender.
- (ii) Any effort by the bidder to influence the University in the bid evaluation, bid comparison or Tender award decision, shall result in the rejection of the bid.

**27. Corrupt, Fraudulent Practice / and Misrepresentation:**

- (i) The Tender Inviting Authority requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of the work.
- (ii) For the purposes of this provision, the terms defined for CORRUPT, FRAUDULENT PRACTICES / AND MISREPRESENTATION will be as per Law.
- (iii) The Tender Inviting Authority will reject a bid for award, if it is determined that the Bidder recommended for award of tender has engaged in corrupt or fraudulent practices in competing for the tender in question.
- (iv) The Tender Inviting Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a tender.

**28. Award of Tender:** Subject to Clause 24 and Clause 25, the tender shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and substantially responsive and who has offered the lowest price, subject to the selection of the sample by the empowered Committee provided and further who has the capability and resources to carry out the tender work effectively.



The bidder who has been selected for the award of tender after the evaluation of financial bids is known as “Successful Bidder”.

**29. Right to accept / reject any or all Bids:** Notwithstanding any clause, Manonmaniam Sundaranar University reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of tender, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

**30. Notification of Award of Tender:**

- (i) Prior to the expiration of the prescribed period of bid validity, The Registrar will notify the successful bidder by Fax or e-mail or letter confirming in writing that his/her bid has been successful.
- (ii) The notification of award will constitute the formation of the tender work.
- (iii) Upon furnishing Performance Security Deposit/Bank Guarantee by the successful bidder in accordance with the provisions contained in the tender document, Registrar may at his /her discretion notify the unsuccessful bidders that their bids have been unsuccessful.

**31. Signing of Agreement and Furnishing Performance Security Deposit / Bank Guarantee:**

- (i) Upon the receipt of notification of award, the successful bidder shall enter into an Agreement with The Registrar, Manonmaniam Sundaranar University. For this purpose, the Successful Tenderer shall prepare a draft Agreement in accordance with the format given in Annexure 5 in the Bid Document and submit the same to the Registrar within a week from the date of receipt of notification of award. The Registrar will return the duly approved draft Agreement within ten days from the receipt of the draft. The successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his/her own cost within two weeks from the receipt of the approved draft along with the Performance Security/Bank Guarantee / Security Deposit in accordance with the conditions of contract, in the format as per Annexure - 5 & 6, provided in this document or in any another form acceptable to the Tender Inviting Authority.
- (ii) The Tender Inviting Authority for exigency or any other valid reasons may allow further time to furnish the Performance Security Deposit / Bank Guarantee.
- (iii) The Security Deposit shall be in the form of a Bank Guarantee, in the prescribed format as per Annexure-6, issued by a Nationalized Bank in India acceptable to the Tender Inviting Authority.
- (iv) The Performance Security Deposit/ Bank Guarantee shall be discharged by the Tender Inviting Authority and returned to the Bidder within thirty (30) days after the expiry of the contract period/extension period.

### **32. Annulment of the Award:**

- (i) Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which case the University may make the award to any other bidder at the discretion of the University or call for new bids.
- (ii) Failure of the successful bidder to execute an Agreement, proposed in the Tender document (Conditions of Contract) and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security Deposit / Bank Guarantee, in which event the Tendering Authority may make the award cancelled.
- (iii) University reserves the right to disqualify the Bidder for a suitable period who habitually failed to supply the item in time. Further, the Bidder whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the University.
- (iv) University reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour his/her bid without sufficient grounds.

### **33. Parties and Addresses:**

- a) *Parties:* The parties to the Contract are the bidder to whom the work will be awarded and The Registrar, Manonmaniam Sundaranar University, Tirunelveli.
- b) *Addresses:* For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent to the “The Registrar, Manonmaniam Sundaranar University, Tirunelveli”. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### **34. Binding Clause:** All decisions taken by the Tender Inviting Authority regarding the processing of this tender and award of tender shall be final and binding on all parties concerned. The Tender Inviting Authority, reserves the right,

- (i) To vary, modify, revise, amend or change any of the terms and conditions in this Bid except the period of work;
- (ii) To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of tender, without thereby incurring any liability to the affected bidder(s) and to inform the affected bidder(s) of the grounds for such decision; and
- (iii) To reject summarily any hypothetical, ambiguous or conditional tenders.

### **35. Interpretation of the Clauses:** In case of any ambiguity in the interpretation of any of the Clauses in Tender Document or the Agreement, the Tender Inviting Authority’s interpretation of the clauses shall be final and binding on all parties.

**36. Important Dates:**

Date of commencement of downloading the Tender Document	17.10.2017
Last date for receipt of filled-in Tender Document with due Annexures	31.10.17 at 3.00 pm
Date of Opening of Technical Bids and Scrutiny	31.10.17 at 4.00 pm

**37.** Bidder can however use the technical and financial strength of his/her Parent Company/ Affiliate's to fulfil the Technical and/or Financial Eligibility criteria mentioned above. In such case, Bidders shall submit an Undertaking from the Parent Company as per Section – 10; furnish a certificate of relationship of Parent Company or Affiliate with the Bidder as per Section – 11; furnish Company Secretary certificate towards shareholding pattern of the Parent Company and the Bidder along with a Board resolution from the Parent Company.

## **TERMS AND CONDITIONS OF THE TENDER**

### **1. Application**

The general conditions shall apply for the Procurement of Goods & Services made by the University.

### **2. Standards**

- 2.1 The goods /services supplied under this tender shall conform to the standards prescribed and specifications mentioned there against the goods / services in the financial bid.
- 2.2 The bidder should furnish the specifications of the goods /services offered in the tender. No change shall be permitted after opening of bids.
- 2.3 The documentary evidence in conformity with the Bid Document may be in the form of literature / data and shall furnish to Tender Inviting Authority as compliance to the technical specifications and commercial conditions of the goods and services.
- 2.4 For the purpose of compliance to be furnished pursuant to clause above, the bidder shall note that the standards of workmanship, material and equipment and reference to brand names or catalogue number, designated by the purchaser in the Technical Specifications are intended to be descriptive only and not restrictive.
- 2.5 The Bidder is responsible for, and obliged to conduct all activities as defined in the Scope of Work or wherever contained in this document, in accordance with the tender. The Bidder is obliged to work closely with the staff of the Tender Inviting Authority and abide by all instructions and directives issued by them.
- 2.6 The Bidder shall treat as confidential all data and information about the Tender Inviting Authority, obtained in the execution of his/her responsibilities, in strict confidence and shall not reveal such information to any other party without prior written approval of the Tender Inviting Authority.
- 2.7 The Bidder must act in good faith and at all times extend his/her fullest cooperation to the University, its employees and agents during the performance of the Services.
- 2.8 The Bidder shall have no authority to commit the University to any additional costs, fees or expenses in connection with the work.
- 2.9 The Bidder shall report immediately to the University any circumstances or events which might reasonably be expected to impair or prejudice the performance of the Services.

### **3. Liquidated damages**

- 3.1 If the supplier fail to deliver the goods or services within the period prescribed for delivery, the University shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the Supply Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.
- 3.2 The proceeds of the Performance Security Deposit/Bank Guarantee shall be payable/returnable to the Tender Inviting Authority as Compensation for any loss resulting from the Bidder's failure to complete its obligations under the Agreement. The Performance Security/ Bank Guarantee /Security Deposit shall be forfeitable for non-performance of the Agreement and there shall not be any relaxation to anybody.
- 3.3 The Bidder shall abide by the job safety measures prevalent in India and shall free the Tender Inviting Authority from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder shall pay all indemnities arising from such incidents and shall not hold the Tender Inviting Authority responsible or obligated.
- 3.4 In the event of any amendment, the Bidder shall, within 15 days of receipt of such amendment, furnish the amendment to the Performance Security Deposit / Bank Guarantee, rendering the same valid for the duration of the Agreement, as amended for further period of 60 days thereafter

### **4. Termination for Default**

- 4.1 The University may, without prejudice to any other remedy for breach of Tender Award/ Agreement, by written notice of default sent to the supplier, terminate this Tender Award/ Agreement in whole or in part, if
  - (a) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the Supply Order, or any extension thereof granted by the University;
  - (b) the supplier fails to perform any other obligation(s) under the Agreement; and
  - (c) the supplier, in either of the above circumstances, does not remedy his/her failure within a period of 15 days (or such longer period as the University may authorize in writing) after receipt of the default notice from the University.
- 4.2 In the event, the University terminates the Agreement/ Tender Award in whole or in part, the University may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the University for any Excess Cost for such similar goods. However the supplier shall continue the performance of the Tender Award/ Agreement to the extent not terminated.

## **5. Termination for Insolvency**

The University may at any time terminate the Tender Award/ Agreement by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the University.

## **6. Set Off**

Any sum of money due and payable to the supplier (including Performance Security Deposit refundable to him/her) under this Agreement may be appropriated by the University or the Registrar or any other person(s) contracting through the University and set off the same against any claim of the University or Registrar or such other person or person(s) for payment of sum of money arising out to this Agreement or under any other Agreement made by the supplier with the University or Registrar or such other person(s) contracting through the University.

## **7. Settlement of Disputes**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Registrar. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

## **8. Mode of Payment**

8.1 Payment against Bill / Invoice /Proforma Invoice will be released only after execution of the supply order, the quality of the items and the required services as per the Scope of the Work to the satisfaction of the Registrar. Payment will be made directly to the supplier through A/c payee cheque favouring the Bidders company only.

8.2 No request for other mode of payment will be entertained.

8.3 No advance payment will be made.

8.4 The schedule of payment shall be as follows:

- i.** An amount of 90% (Ninety percent) of the total value of the “goods” will be released against the supply of the “goods” on the invoice / proforma invoice raised by the Bidder.
- ii.** The balance 10% of the total value of the “goods” will be released on completion of installation of “goods” duly certified by the Registrar.

8.5 The office of The Registrar, Manonmaniam Sundaranar University will deduct Income Tax and other statutory taxes at source at the rate as applicable from time to time.

8.6 For claiming the payment Invoice / Proforma Invoice duly pre-receipted should be submitted:

8.7 No payment will be made for goods rejected at the site on testing. Also, no payment will be made for rejected items, which do not confirm to the specifications stipulated.

## **9. Change in quantity and/or orders**

9.1 Quantity given in the financial bid is approximate. It may likely to vary.

9.2 The Tender Inviting Authority may at any time, by written order given to the Bidder, make changes within the general Scope of the Work in any one or more of the services to be provided by the Bidder.

9.3 If any such change causes an increase or decrease in the cost, or the time required for the Bidder's performance of any provisions under the work, an equitable adjustment shall be made in the Contract Price or delivery services, or both, and the Tender Award shall accordingly be amended.

9.4 Any claims by the Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Bidder's receipt of the Tender Inviting Authority's change order.

9.5 Expert Committee constituted by the Tender Inviting Authority shall validate all such claims. The rate applicable for such adjustment shall be the rate as fixed by the Tender Inviting Authority.

9.6 The Bidder shall make available to the Tender Inviting Authority, the documents and records related to the performance of the Bidder for verifying the authenticity of the claims made.

## **10. Agreement**

The selected bidder should execute an Agreement with the Registrar as per Annexure 5 provided in the Tender Document.

## **11. University's Rights**

11.1 The Registrar reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

11.2 The Registrar reserves the right to award the Tender to more than one Bidder, if required.

11.3 The Registrar reserves the right to relax/withdraw any of the Terms and Conditions mentioned in the Tender Document so as to overcome any problem encountered

during the selection of the bidders and also during the course of the execution of the work.

11.4 The Registrar reserves the right to open Financial Bid even if one Bidder qualifies in the Technical Bid or only one Bid is received in response to the Tender Notice. However in the case of one Bid, the power to negotiate with the Bidder will be reserved with the Tender Inviting Authority.

11.5 If a Bidder after award of the Tender violates any of the Terms and Conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

## **12. Delivery**

The work should be commenced immediately or as per the schedule of time agreed from the date of issue of Supply Order. The Registrar will monitor the efficiency of the services deployed as per the Scope of the Work meeting the requirements of the University.

## **13. Penalty for substandard / inferior quality**

13.1 A penalty of 20% of the value of the items shall be imposed on the Bidder for supplying items which are sub standard (inferior quality) / not as per approved sample, if any. Further the Bidder is liable for blacklisting.

13.2 If the selected bidder does not supply the items or provide the services / does not make available the items within the stipulated period as indicated by the University, the University reserves the right to arrange for supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred to the University.

13.3 For any other irregularities, mistakes, etc., penalty at the discretion of Tender Inviting Authority will be imposed.

## **14. Validity of Rates**

Rates quoted should be valid for a period of minimum of one year from the date of signing of the Agreement. Bids quoting the rates valid for periods less than one year will be considered non responsive.

## **15. Supply in Original Packing**

The items (wherever applicable) shall be supplied in standard packing as mentioned in the Scope of the Work clearly indicating the details in the label pasted outside the cartons. The supply shall be completed as prescribed in Supply Order.

## **16. General/Others**

16.1 The Bidder shall not assign or sub-contract the assignment or any part thereof to any other Bidder except with the prior consent obtained in writing from the University and



provided the University shall have specifically approved such other Bidder. The University may in its sole discretion and without assigning any reason refuse to give such consent.

- 16.2 If it is found that the Bidder has violated these conditions, the Supply Order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.
- 16.3 The bidder will be bound by the details furnished by the Bidder to Registrar, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Bidder is found to be false at any stage, it would be deemed to be a breach of Terms and Conditions/Agreement making the Bidder liable for legal action besides termination of Agreement.
- 16.4 The Bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc. No increase in the rates shall be allowed during the period of the Agreement.
- 16.5 The quality and quantity of the works may be increased or decreased in accordance with the requirements of the Tender Inviting Authority.
- 16.6 Additional Terms and Conditions will be incorporated in the supply order, if needed, to safeguard the interests of the University.
- 16.7 Any legal dispute arising out of any breach of Terms and Conditions/Agreement pertaining to the Supply Order will be settled in the Court of competent Jurisdiction within Tirunelveli.
- 16.8 Shortage or External damages due to defective packing should be replaced by the supplier at free of cost.
- 16.9 The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of Terms and Conditions of Agreement committed by the Tenderer or failure to perform to contract in part or whole or by any neglect of instruction of the University by the Tenderer and any additional expenditure that may be incurred by the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Bank Guarantee in full.

## **17. Scope of the Work**

- (a) Design, engineering, manufacture, quality surveillance, testing at manufacturer's works, packing, supply, erection, testing and commissioning and performance testing the 'Trinocular Stereo Microscope' with associated components for installation in Manonmaniam Sudaranar University Campus at Abishekapatti, Tirunelveli.
- (b) These systems shall be complete with PV modules, inverter, metering, junction boxes, AC, DC distribution boards and cables, communication interface, and any other equipment necessary for safe and efficient operation of the SPVPP. The work shall also include interconnection of SPVPP with the LT distribution for meeting internal power requirement.

- (c) The scope of supply shall also include comprehensive insurance, storage & in-transit transportation.
- (d) The civil works like foundation, mounting structure and building, if required fixing of DBs and PCUs etc for installation of complete system shall also be in scope of supplier.
- (e) It shall be responsibility of the Bidder to ensure that all the works as per Scope of the Work with specifications are completed for safe and efficient working of the system.
- (f) All the necessary co-ordination with regard to sub-contracted works, if any, shall be carried out by the Bidder only with prior approval of the Tendering Authority. The Tendering Authority will communicate only with the Bidder for all matter pertaining to this contract.

## **18. Warranty/Guarantee:**

The entire microscope system:

- a. Total system shall be under warranty for a minimum period of 1 year from the date of commissioning and handing over to the University.
- b. Document such as operation manuals, user manuals and circuit diagram and other relevant materials shall be provided by the Tenderer along with the Equipment at free of cost.

### **1. System Description:**

#### **TRINOCULAR STEREO MICROSCOPE**

- Research Microscope (Infinity Optical System) with 12V100W halogen lamp, Uniform distribution light for digital imaging, Built-in Blue and Neutral density filters. Spare Halogen lamp 12V-100W long life. Minimum Reading 1 micron, coarse motion torque adjustable, refocusing function.
- Sidentopf-type Trinocular tube with light path selector of 100:0, 0:100
- Eyepiece 10x with Field of view 22mm or more and Diopter adjustment facility on both the eyepieces. Right Hand Stage holder with two specimen holder with refocusing stage mechanism.

- Sextuple nosepiece to accommodate 6 objectives at a time.
- Phase Contrast turret Condenser, N.A. 0.90 with 6 positions (1 BF with Aperture Diaphragm N.A.0.9, 3 PH [Ph1, Ph2, Ph3], 1 DF N.A. 0.75, 1 closed position to shut DIA illumination), C-CT Centering Telescope, Filter, 45mm Green Filters. Plan Achromat objective for 4X, & 100x Oil Spring-loaded, Plan Achromat Phase Objectives of 10X, 20X, and 40X objective for Bright Field / Phase Contrast / Dark Field (up to 40X ) purposes.
- Digital Color CMOS Camera 15 Mega Pixels or more (effective pixel), Pixel Size 7microns, 12 bits camera, 45 FPS. Software for Image Acquisition, C- Mount Adapter 0.55/0.7x, and USB 3 interface.
- Note: Above microscope should have provision for featuring motorised accessories like nosepiece, fluorescence attachment, and shutter and Ex filter wheel and also for provision for attaching ten person teaching head.
- Stereo zoom Magnification Range up to 80X times using 1X Plan Apo objective (W.D. 70mm) with standard 10X Eyepieces with Zooming Body with zooming Ratio 12:1 or more.
- Binocular Eyepiece Tube with 20 Degree and Light Path Selection (Eyepiece: Port 100:0 / 0:100) with Beam splitter. Eyepieces 10X FOV 22mm or more with Diopter Adjustment on both the eyepieces.
- Provision for double nosepiece with two-objective switchover and teaching head.
- Large plain stage with 180mm stage plate with Reflected Plastic Fiber Optics Ring illumination LED; Shadow free illuminator.
- Scientific Digital Color Camera 5.5 or more Mega Pixels, CMOS Camera Sensor, High Sensitivity camera
- High quantum efficiency more than 60% at 500nm, 30FPS, USB 3 interface and C Mount 0.55X relay lens. Best suited for Fluorescence / Phase Contrast / DIC and other application.
- **Note:** Microscope, Digital Camera & Image software should be from same manufacturer for better compatibility and support and synchronization.
- Data Processing system i5 Intel processor, 1 TB HDD, 21" Monitor, DVD Writer, 4GB RAM, 1 GB Graphic card. Win 10 with UPS and Large table for system and others.

## TECHNICAL BID

### Proforma for Submission of Technical Bids

(In accordance to the Annexures mentioned)

1. Bid Letter (Annexure 7)
2. Bid Particulars (Annexure 8)
  - a) Name of the company
  - b) Address of the company
  - c) Date of Inception of the Company
3. Agency's Project Methodology pertaining to Supply, Supply, Design, Procurement and Installation of Trinocular Advanced Phase Contrast Microscope with Digital Color Camera & Stereo Zoom Research Microscope with Digital Color Camera at Manonmaniam Sundaranar University, Tirunelveli (Annexure 9)
4. Number of similar works successfully undertaken in the past along with their cost (Annexure 10)
5. Details of previous experience (Annexure 11)
6. Details of Annual Turnover (Annexure 12)
7. Details of Design, engineering, manufacture, quality surveillance, testing at manufacturer's works, packing, supply, erection, testing (Annexure 13)
8. Earnest Money Deposit of **Rs. 15,000** /- (Fifteen thousand only) as Bid Security in the form of Demand Draft/ Pay Order from Nationalized Bank, drawn in favour of the "The Registrar, Manonmaniam Sundaranar University, Tirunelveli" payable at Tirunelveli (Annexure 14).
9. All the pages in the technical and financial bids must bear the signature of the bidder.
10. A letter of authorization is necessary if anyone other than the bidder or an employee of the bidder attends Bid Opening (Annexure 15).
11. Description of the Microscope

**FINANCIAL BID**  
**Bid Letter**

To

.....  
.....  
.....

Sir,

I/We declare:

that I/we am/are sole owner/authorized agents/ of

.....  
.....

I/We hereby offer to provide Services at the prices and rates mentioned in the Financial Bid of this Tender.

I/We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the Supply Order and the Terms and Conditions to the Bid and that we shall perform all the incidental services. The prices quoted are inclusive of all charges for Supply, Design, Procurement, and Installation of 'Trinocular Stereo microscope' to Manonmaniam Sundaranar University, Tirunelveli.

I / We enclose herewith the complete Financial Bid as required by you in prescribed format. We have carefully read and understood the Terms and conditions of the tender and the conditions of the award of contract applicable to the tender and we do hereby undertake to provide the services as per the Terms and Conditions.

Certified that we are:

a sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor,

Or

a partnership firm, and the person signing the tender is the firm and he/she has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

a company and the person signing the tender is the constituted attorney.

NOTE: Delete whichever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the Tender Document.

I/We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between me/us.

Date:

Name & Signature of authorized representative

Name of Agency:

Full Address :

Company Seal :

Details of Enclosures:

**Financial Bid Format**

Note : In the financial bid format, the rate shall be quoted in Indian Rupees in **figures and words**. In case of discrepancy between the rate quoted in **figures and words**, the **lower of the two will be taken as final** and shall be binding on the agency.

**Procurement and Installation of 'Trinocular Stereo microscope' in Manonmaniam Sundaranar University Campus at Abishekapatti, Tirunelveli**

Sl.No	REQUIREMENT	Amount in Rs.
1.	a. Trinocular Stereo microscope	

In words : **Rupees** .....

Signature :

Date :

Name :

Place :

Designation :

**Note** : Rates are to be quoted inclusive of all Taxes.

**Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017**

**TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF TRINOCULAR STEREO  
MICROSCOPE AT SRI PARAMAKALYANI CENTRE FOR ENVIRONMENTAL SCIENCE  
(ALWARKURICHI- TIRUNELVELI) OF MANONMANIAM SUNDARANAR UNIVERSITY  
DECLARATION**

**From**

M/s. ....  
.....  
.....

**To**

The Registrar  
Manonmaniam Sundaranar University  
Tirunelveli – 627 012

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the Terms and Conditions of this Tender.
2. I/We also confirm that in the event of my/our Tender being accepted, I / we hereby undertake to furnish Performance Security Deposit, as applicable, in the form of Demand Draft (or) Bank Guarantee in the format as prescribed in Annexure 6.
3. I/We further undertake that none of the Proprietor/Partners/Directors of my/our firm was or is Proprietor or Partner or Director of any firm with whom the Government has banned / suspended business dealing and blacklisted.
4. I/We further undertake to report to the Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli – 627012, immediately after we are informed but in any case not later than 15 days, if the Proprietor /Partners/Director of my/our firm is the Proprietor / Partner / Director of such a firm which is blacklisted/banned/suspended in future during the period of the contract with you.

Yours faithfully,

Signature of the Tenderer

Date:

Name:

Designation:  
Seal of the Company

**Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017**

**TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF TRINOCULAR STEREO MICROSCOPE AT SRI PARAMAKALYANI CENTRE FOR ENVIRONMENTAL SCIENCE (ALWARKURICHI- TIRUNELVELI) OF MANONMANIAM SUNDARANAR UNIVERSITY**

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING**

*Sub. Authorization for attending the opening of Technical Bid and financial bid of the above mentioned tender - reg*

*Following person is here by authorized to attend the bid opening of the tender mentioned above on behalf of M/s. ----- (name of the bidder)*

*Name: Specimen signature*

*Alternate representative*

*Name: Specimen signature*

*Signature of the bidder*

*Or*

*Officer authorized to sign the bid documents on behalf of the bidder*

*Note:*

- 1. Maximum of one representative will be permitted to attend bid opening and representative (Annexure - 2) will be allowed. Alternate representative will be permitted when regular representative is not able to attend.*
- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.*
- 3. Permission will be denied in case the photocopy of the duly filled-in form is not brought at the time of opening.*



Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017

***TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF  
TRINOCULAR ADVANCED PHASE CONTRAST MICROSCOPE WITH DIGITAL  
COLOR CAMERA & STEREO ZOOM RESEARCH MICROSCOPE WITH DIGITAL  
COLOR CAMERA IN MANONMANIAM SUNDARANAR UNIVERSITY CAMPUS  
AT ABISHEKAPATTI, TIRUNELVELI***

**UNDERTAKING**

From

M/s. ....  
.....  
.....

To

The Registrar  
Manonmaniam Sundaranar University  
Tirunelveli – 627 012

Dear Sir,

This is to inform that I/we have full acquaintance and technical knowledge complying with the Scope of the Work in this Tender as well as physically examined the item samples to be supplied for which I/we have quoted my/our rates.

In case of the tender going in my/our favour, I/we agree to supply the items as per the samples examined (in terms of quality/colour/shade/make/weight/size, etc.) and to provide services as per the Scope of the Work.

Yours faithfully,

Signature of the Tenderer

Date:

Name:

Designation:

Seal of the Company

Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017

**TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF  
TRINOCULAR STEREO MICROSCOPE IN MANONMANIAM SUNDARANAR  
UNIVERSITY CAMPUS AT ABISHEKAPATTI, TIRUNELVELI**

**PRE-QUALIFICATION CRITERIA COMPLIANCE STATEMENT**

<b>S.No</b>	<b>Minimum Eligibility (Pre-Qualification Criteria)</b>	<b>Documents / Evidence to be Attached</b>
1.	Bidder should be a company registered in India under Companies Act, 1956 or as amended and is operational for more than last three years i.e. 2014-15, 2015-16 & 2016-17. Proprietorship & Partnership firms are not allowed to participate in this bid. (Enclose copy of the certificate)	Form Enclosed:  Yes/No
2.	Whether the bidder has GST / TIN No. registration issued by the Commercial Tax Department of Government of Tamil Nadu. (Enclose copy of the registration certificate)	GST / TIN No. Copy of registration enclosed: Yes / No
3.	Has experience of Design, Supply, Installation and Testing of similar types of microscope in the last three years? (Copies of Supply Order executed in the last three years and the proof of having successfully completed similar works during the last three years. i.e. 2014-15, 2015-16 & 2016-17 should be submitted)	
4.	The bidder must have Average Annual Turnover of not less than <b>Rs. 1 Crore</b> in each of the past three financial years i.e. 2014-15, 2015-16 & 2016-17. (Enclose Audited Statements. For those bidders who cannot furnish audited financial statements of 2016-17; provisional balance sheet signed by a Chartered Accountant will be allowed. Certificate obtained from a Chartered Accountant for Average Annual Turnover shall be submitted by the Bidder.)	
5.	Whether the bidder is an Income Tax Assesee having PAN number (Enclose PAN & IT Return copies for the past three years)	PAN No. Copies of documents enclosed: Yes / No
6.	Whether the bidder has ISO valid certification as of now? (Enclose certificates)	ISO certificate copy enclosed: Yes / No

Tender No. MSU/R/SPKCES/Purchase/2017\_dt. 12.10.2017

**TENDER DOCUMENT FOR PROCUREMENT AND INSTALLATION OF TRINOCULAR STEREO MICROSCOPE AT SRI PARAMAKALYANI CENTRE FOR ENVIRONMENTAL SCIENCE (ALWARKURICHI- TIRUNELVELI) OF MANONMANIAM SUNDARANAR UNIVERSITY**

**SPECIMEN AGREEMENT**

To be executed at the time of entering into Agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen and understood the Terms and Conditions of the Agreement.

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**Agreement**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2017 between M/s. \_\_\_\_\_ herein referred to as the contractor carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part.

Registrar, through the Manonmaniam Sundaranar University, herein after referred to as the other part whereas the said Contractor has agreed with the Registrar, for supply of required Items in conformity with the requirements & specifications. Now this indenture witnesses that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

1. The bidder agrees to undertake to procurement and installation of **Trinocular stereo microscope**. The prices are inclusive of all except the GST, if allowed to be claimed by the University.
2. The items and the services which are not in conformity with the requirements/ specifications as per the Scope of the Work are liable to be rejected.
3. The Performance Security Deposit paid (OR) Bank Guarantee by the Bidder for due and faithful performance of the contract by the Contractor of all and several covenants herein contained of his/her part to be observed with full power. Registrar on behalf of the Manonmaniam Sundaranar University will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
4. The Performance Security Deposit paid (OR) Bank Guarantee will be released after two months of successful completion of the work at the end of the Agreement period including the extended period, if any.
5. That all disputes, differences and questions arising out of or in any way touching or concerning this Agreement or subject matter thereof or the representative rights, duties

or liability of the parties shall be referred to the sole arbitration of the Registrar or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the Agreement shall be suspended on the ground of pending arbitration proceedings.

6. The Performance Security Deposit paid (OR) Bank Guarantee is liable to be forfeited to the Registrar without any prejudice to any other rights and remedies of Registrar in case the Contractor fails to undertake the contract work, as per the Supply Order and as per the Terms and Conditions given in Tender Document during the period of the contract including the extended period, if any.
7. That the Tender Document, Instructions to the Bidders and Terms and Conditions, *etc* shall also form part of the Agreement.

That the Contractor acknowledges that he/she has fully acquainted him/her with all the Terms and Conditions and he/she shall not plead ignorance of the same.

In witness whereof, the Contractor has set his/her hand and the Registrar has caused for and on his/her behalf to set his/her hand, the day and the year first above written.

Signature of the Authorized Official of the  
Company

Signature of the Registrar

Name:

Name:

Address:

Address:

WITNESSES

1.

2.

**PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE FORM**

To  
Registrar  
Manonmaniam Sundaranar University  
Abishekapatti, Tirunelveli – 627 012.

**Dear Sir,**

**PERFORMANCE SECURITY DEPOSIT / BANK GUARANTEE – PROCUREMENT AND INSTALLATION OF ‘TRINOCULAR STEREO MICROSCOPE’ IN MANONMANIAM SUNDARANAR UNIVERSITY CAMPUS AT ALWARKURICHI , TIRUNELVELI**

WHEREAS

M/s. (name of Outsourced Agency), a company registered under the Companies Act, 1956, having its registered office at (address of the Outsourced Agency), (which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated .....

(Herein after, referred to as “Contract”) with you (Registrar, Manonmaniam Sundaranar University) Procurement and Installation of Trinocular Advanced Phase Contrast Microscope with Digital Color Camera & Stereo Zoom Research Microscope with Digital Color Camera.

We are aware of the fact that as per the terms of the contract, M/s. (name of Outsourced Agency) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount INR ..... (In words and figures), being equivalent to 10% of the total price as quoted in the commercial proposal submitted by the constituent and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this Bank Guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he/she has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of INR ..... (in words and figures) without any demur.

^We, the Bank, do hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a written demand from the Client which has to be served and received by us on or before on the expiry date of Bank Guarantee i.e. <date>.

stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Client by reasons of any breach by the said Outsourced Agency of any of the terms and conditions contained in the contract/Supply Order or by reasons of the said Outsourced Agency failure to perform the said work order/Supply Order, any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However this Bank guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.

We, the Bank, further agree that the guarantee there in contained shall remain in full force and effect during the period that would be taken for the performance of the said work order/Supply Order and that it shall continue to be enforceable till all the dues of the Clients under or by virtue of the said work order have been fully paid and it's claims satisfied or discharged or till the Client certifies that the terms and the conditions of the said work order have been fully and properly carried out by the said Outsourced Agency and accordingly discharge the guarantee or till the expiry of this guarantee i.e. <date>, whichever is earlier. Unless a demand or claim under this guarantee is received by us in writing on or before <date>, we, the Bank, shall be discharged from all liability under this guarantee thereafter.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period. We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request from the said Outsourced Agency or Client on or before the expiry of Bank Guarantee i.e. on or before <date>.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from

and including the date of issue of this guarantee through the period so including the extended period, if any.

Notwithstanding anything contained hereinabove, our liability under this Performance Bank Guarantee is restricted to INR ..... (in words and figures) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee and extended period of guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee, including for the extended period of guarantee.

Any dispute arising in relation to the said guarantee will be subject to the Jurisdiction of Tirunelveli Courts.

We undertake to pay to the Government any money so demanded under this guarantee notwithstanding any dispute or disputes raised by the contractor(s)/ supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present agreement being absolute and unequivocal.

Notwithstanding anything contained herein:

Our liability under this Performance Bank Guarantee shall not exceed INR .....  
(In words and figure);

This Performance Bank Guarantee shall be valid only up to <date> and shall remain valid on such extended period as may be communicated by Client; and

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before .... (Date i.e. completion of the period of 12 months or completion of the supply, design, procurement and installation of Trinocular advanced phase contrast microscope with digital color camera & stereo zoom research microscope with digital color camera as approved by the Client and such extended period as may be communicated by Client.

Any payment made hereunder shall be free and clear of and without deductions or withholding of any nature imposts and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

*This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.*

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated ..... this ..... day .....2017.

Yours faithfully,

For and on behalf of the ..... Bank,

(Signature) Designation  
(Address of the Bank)

Note : This guarantee will attract stamp duty as a security bond. A duly certified copy of the requisite authority conferred on the officials to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.



**TECHNICAL BID**

**Bid Letter**

To

Ref. Tender No

Dated :

Bidders Reference No. ....

Dated : .....

**Sub: Proposal for procurement and installation of Trinocular stereo microscope**

Sir,

Having examined terms and conditions for supply and installation of ‘Trinocular stereo microscope’ in the Manonmaniam Sundaranar University campus. I/we, the undersigned, offer to undertake supply, design, procurement and installation of Trinocular advanced phase contrast microscope with digital color camera & stereo zoom research microscope with digital color camera in conformity with Terms and Conditions and specifications as may be ascertained in accordance with the Qualifying and financial bids attached herewith and made part of this Bid.

I/We undertake, if our Bid is accepted, to commence services within 2 weeks and to complete delivery of all the services as specified in the Supply Order within stipulated time mentioned in Supply Order.

If our Bid is accepted, I/we will obtain the Performance Bank Guarantee of a Nationalized Bank for a sum equal to 10% of the quoted value for the due performance of Tender Award and in accordance with the Agreement.

I/We agree to abide by this Bid for a period of one year from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We also declare that the printed Terms and Conditions, if any at the back of our tender quotation or any other paper enclosed are not applicable.

I/We understand that you are not bound to accept the lowest or any bid, you may receive.

I/We enclose herewith the complete Technical Bid as required by you. This includes:

- Bid Particulars (Annexure 8)
- Agency's Project Methodology pertaining to supply, design, procurement and installation of Trinocular advanced phase contrast microscope with digital color camera & stereo zoom research microscope with digital color camera (Annexure 9)

- Performa for the Agency's experience (Annexure 10), attached photocopies of letters of Awards to establish validity.
- (Annexure 11)
- Details of Earnest Money Deposit furnished in the form of Demand Draft (Annexure 12)

Certified that I/we am/are:

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer to arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

Or

The person signing the tender is the constituted attorney or authorized signatory of the primary party in case of consortium bidding.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the Tender Document and placement of Letter of Intent awarding the contract, shall constitute a binding contract between us.

Dated this..... day of.....2017

Signature : .....

[NAME IN BLOCK LETTERS of the SIGNATORY]

In capacity of duly authorized to sign the bid for and on behalf of .....

Name of Witness .....

Address .....

Name & Signature .....

Date:

Name & Signature of the Bidder

Or

Officer authorized to sign the Bid Documents on the behalf of the bidder

**Note:**

In case of authorized signatory, the authorization letter on letter head of the firm must accompany.

Delete whichever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the Tender Document.

**TECHNICAL BID**  
**Bid Particulars**

Tender No.....

Date: ..... /2017

1) Name of the Bidder :

2) Address of the Bidder :

Telephone No. :

Fax :

E- mail :

3) Date of Inception: .....

4) The bidder should be registered for Service Tax (Copy to be enclosed)

5) Name and Address of the officer to whom all references shall be made regarding this tender:

Phone

Fax

E-mail

Signature.....

Name.....

Designation.....

Date.....

Company Seal.....

6) PAN No.

7) VAT/TIN No.

**TECHNICAL BID**  
**Project Methodology**

Describe how the agency conceptualizes the project and proposes to implement it includes the equipments, technology, methodology, flow of work, activity, time schedule and management.

(Please attach additional sheets, if required)

**TECHNICAL BID**  
**Agency's Experience**

Clients' details of procurement and installation of 'Trinocular stereo microscope' by the Bidder undertaken during last three years

Name & Address of Client :

Type of Client :

Place(s) of Service :

Duration :

Total Number of manpower Deployed :

Quantity of work (in pages) :

Cost of the project (in Indian rupees) :

Approximate value of Service :

Name, title and Contact details of the contact  
at Client location :

Agency Signature, Name, Designation &  
Company Seal :

Note: 1. Separate sheets for each client to be enclosed.  
2. Letter from the client on the project executed.

**Technical Bid**  
**Previous Experience**

The bidder must have at least three years of experience of procurement and installation of 'Trinocular stereo microscope'. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning earlier experience.

**TECHNICAL BID**  
**Annual Turnover**

The company/firm must have Annual Turnover of not less than Rs. 1 *Crore* in each of the past three financial years from procurement and installation of ‘Trinocular stereo microscope’ and should produce balance sheets of the relevant periods certified by a Chartered Accountant mentioning the same. If necessary, the bidder may produce separate certificates from a Chartered Accountant clearly mentioning Annual Turnover from the procurement and installation of ‘Trinocular stereo microscope’ alone for each of past 3 financial years.

**Technical Bid**

Technical Details of procurement and installation of ‘Trinocular stereo microscope’.

1. Name of Company and Address :
2. Details of the microscope  
(Specification and make) :
3. Details of the light path selector
4. Types of Halogen lamp and life time :
5. Eyepiece (s) Details :
6. Details of Phase Contrast turret  
Condenser :
7. Digital Color CMOS Camera  
(Specification and make) :
8. Details power source :
9. Any other relevant details :

Signature of the Agency

Date :

Place :

Company Seal

Note: Separate sheets may be attached as required.



**Technical Bid**  
**Earnest Money Deposit Details**

(Please give the details of the Earnest Money Deposit of **Rs.15,000/-**)

Amount :

Demand Draft No. :  
Or Electronic payment details

Drawee Bank / Branch:

Date: