



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*

Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**LIMITED TENDER NOTIFICATION FOR THE SUPPLY OF  
PRE FILTER FOR HVAC**

**BID REF NO.PIIC/LTN/19/2019 DATED 14/06/2019**

**INTRODUCTION OF THE COMPANY**

The Institute started functioning as Pasteur Institute of Southern India, on 6th April 1907 and the Institute took a new birth as The Pasteur Institute of India (registered as a society under the societies Act 1860) and started functioning as an autonomous body under the Ministry of Health and Family Welfare, Government of India, New Delhi since the 10th of February, 1977. A governing body manages the affairs of the Institute. The Institute is a charitable organization working on a no profit-no loss basis.

Pasteur Institute of India (PIIC), Coonoor is one of the leading organization which are into the production of Antirabies Vaccine and DPT group of Vaccines for the EPI programme of Govt. of India.

The scope of supply involved is detailed in the subsequent paragraphs and is precise to the extent possible.

**SCOPE OF SUPPLY**

The scope of supply is **Supply of Pre Filter for HVAC** as detailed below:-

| S.No | Name             | Type   | Media                        | Size (W x H x D ) mm | Frame             | Qty | EMD         |
|------|------------------|--------|------------------------------|----------------------|-------------------|-----|-------------|
| 01.  | Pre Filter (G4)  | Flange | HDPE+NON+WOVN +HDPE mesh     | 610x610x50           | Aluminum anodized | 40  | Rs.14,000/- |
|      |                  | Flange | HDPE+NON+WOVN +HDPE mesh     | 610x305x50           | Aluminum anodized | 40  |             |
| 02.  | Fine Filter (F6) | Flange | HDPE+NON+WOVN +Aluminum Mesh | 610x610x305          | Aluminum anodized | 40  |             |
|      |                  | Flange | HDPE+NON+WOVN +Aluminum Mesh | 610x305x305          | Aluminum anodized | 40  |             |

**DETAILS REGARDING IMPORTANT DATES ARE AS FOLLOWS:**

| S.No. | Description                               | Schedule                                |
|-------|---|---|
| i.    | Closing date & time for receipt of Tender | 05/07/2019, 15.00 Hrs                   |
| ii.   | Time and date of opening of Bids          | 05/07/2019, 15:30 Hrs                   |
| iii.  | Venue of opening of Tender                | PASTEUR INSTITUTE OF INDIA,<br>COONOOR. |



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The bids are invited for the **Supply of Pre Filter for HVAC** as given in the bid document.

**1. INSTRUCTION TO BIDDERS**

The bids to be submitted in a sealed cover. The sealed cover should be superscribed as "**Tender for the Supply of Pre Filter for HVAC due on 05/07/2019 by 15.00 Hrs.**" without fail. **The Tender Reference Number should also be mentioned on the cover without fail.** The tenders must reach "**The Director, Pasteur Institute of India, Coonoor**" not later than 15.00 Hrs on 05/07/2019.

- 1.1 Bidders can send their queries and clarifications to the address given in clause 1.2 or by email purchasepiic@gmail.com, up to three days prior to the due date of bid submission.
- 1.2 Bids shall be addressed by designation only to:  
**The Director**  
Pasteur Institute of India,  
Coonoor – 643 103.  
Nilgiris, Tamilnadu
- 1.3 Due date of submission of the bid will be on **05/07/2019, upto 15:00 Hrs.** The bid will be opened on the same day at **15:30 hrs.**
- 1.4 The tenders once submitted shall remain valid upto 120 days and the tender will not be entitled to withdraw the tenders or to suggest any change therein within the said period.
- 1.5 Tenders should contain complete specification of the item with make, catalogue No etc
- 1.6 The successful tenderer will have to submit related Test Certificates alongwith the supply without fail.
- 1.7 The tender submitted through Email or Fax will not be considered.
- 1.8 This Institute will not in case be responsible for delay on the part of postal/courier people for late delivery of the quotations.

**2. Mode of submission of Tenders:**

- a. **Tender Cost/Tender fee: NIL**



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**2.1 DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

- a. EMD (Earnest Money Deposit) amount of Rs.14,000/- (Rupees Fourteen Thousand only) shall be submitted in the form of Demand Draft in favour of “*The Director, Pasteur Institute of India*” payable at Coonoor.
- b. **Annexure-I** - Schedule of requirement.
- c. **Annexure-II** - Bid data sheet
- d. **Annexure-III** -. Bid form
- e. **Annexure-IV** - (Manufacturer Authorization Form)

**3. Minimum Eligibility Criteria**

- 3.1 The Tenderer has to be a manufacturer or authorized dealer of the Schedule item. In case of authorized dealer / agent, the Manufacturer’s Authorization certificate / Form (as shown in Annexure – IV of the tender document) received from the Manufacturer to be attached.

**4. Bid Evaluation**

Bid determined to be substantially responsive will be checked by PIIC for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.

**5. Tender Price & Documents**

- a. The price of the goods should be quoted on **FOR PII COONOOR basis** with the detailed breakup of ex-factory/ex-showroom/ex-warehouse/off-the-shelf, as applicable, including all taxes and duties like GST, Custom Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
- b. Any sales or other taxes and any duties, which will be payable on the goods in India, should be borne by the supplier if the contract is awarded.



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- c. Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from their warehouse to the PIIC for a period, including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the Schedule of Requirements / Price Schedule.
- d. The price offered should be valid for a period of **ONE Year**.

**FOR PII COONOOR** price will be considered for comparison and evaluation.

**6. EXEMPTIONS/FORMS**

PIIC will not be giving any duty exemption, GST Concession form.

**7. REJECTION OF BIDS**

Notwithstanding the above conditions, PIIC reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract 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 PIIC action.

**8. NOTIFICATION OF AWARD**

- 8.1 Prior to the expiry of the period of offer validity prescribed by PIIC, PIIC will notify the successful Bidder by Fax or email, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. The purchase order will be issued to the successful bidder. No correspondence will be entertained by PIIC from the unsuccessful Bidders.
- 8.2 Upon selection of the successful bidder PIIC will promptly notify the same to successful Bidder through a Purchase Order.
- 8.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party.
- 8.4 EMD of the successful bidders will be returned only after 06 months after the supply of goods to M/s. Pasteur Institute of India, Coonoor in good condition.



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**TERMS AND CONDITIONS**

**1. DEFINITION:**

- 1.1. For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-
- "PIIC" means Pasteur Institute of India, Coonoor, which expression shall unless excluded by or repugnant to the context include PIIC's representative.
  - "Contractor/ Bidder" Means successful lowest bidder.
  - "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
  - "Consignee" means the organization/person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

**2. PAYMENT SCHEDULE:**

Payment shall be made as specified in the contract in the following manner:

| Sl.No | Stage   | Percentage (%)          |
|-------|---|-------------------------|
| 1.    | After supply of the items in good condition at PIIC | 100% of the order value |

**3. ADDITIONS/DELETIONS**

- 3.1 PIIC shall have the right to direct in writing for changes, additions, modifications on quantity required and to request in and the Bidder shall comply with such directions.
- 3.2 The Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of PIIC.



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**4. TIME SCHEDULE**

- 4.1 The day of commencement of delivery period will be reckoned from the date of issue of Purchase order.
- 4.2 The material shall be delivered at site within 2 months from the date of issue of purchase order or as per delivery terms mentioned in the Purchase Order.
- 4.3 The supply shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the Contractor/ Bidder to adhere to the agreed time schedule, PIIC shall recover the liquidated damages from the Contractor/ Bidder at the rate of 0.5% (Zero point Five percent) of the total amount of fee per week of delay of any activity subject to a maximum of 5% (Five percent) of the total order value. However, if there is a purposeful delay by the Contractor/ Bidder, PIIC reserves all rights to terminate the contract and get the full work executed at his risk and cost.

**5. EXTENSION OF TIME**

- 5.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/ undertakings to PIIC. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to PIIC within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 5.2 PIIC after satisfying itself about the reasonableness of grounds may grant extension of time, if it is justified and communicated the same in writing. Whenever such extension of time is granted, it would be without prejudice to the rights of PIIC for any penal action to the extent of the delay attributable to the Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

**6. ABANDONMENT OF WORK**

- 6.1 If the Contractor/ Bidder/ supplier abandons the work/supply for any reason whatsoever or becomes incapacitated as aforesaid, PIIC shall forfeit/en-cash the Performance Guarantee. PIIC shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges paid to him up to date plus such damages as may be assessed by PIIC including the recovery of liquidated damages.



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- 6.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

**7. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS**

- 7.1 When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, PIIC shall have powers:
- 7.2 To rescind the agreement to engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done.
- 7.3 This amount would be in addition to the recovery of liquidated damages.

**8. GENERAL**

- 8.1 The Contractor/ Bidder shall be fully responsible for supply of the material and also ensure that the material is supplied as per the specifications.
- 8.2 The Contractor/ Bidder hereby agrees that the charges to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against PIIC in respect of any proprietary rights or copy right on the part of any other party relating to plans, models and drawings.
- 8.3 The Contractor/ Bidder shall indemnify and keep indemnified Pasteur Institute of India against any such claims and all costs and expenses paid by PIIC in defending such claims to be borne by the Contractor/ Bidder.
- 8.4 The Contractor/ Bidder hereby agrees that PIIC shall have the right to take out any of the activities, which in the opinion of PIIC is not being performed by the Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/Bidder.

**9. ARBIRATION**

- 9.1 All disputes or differences whatsoever arising between the parties out of or relating to the Contractor/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by PIIC and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.
- 9.2 The place of arbitration shall be at **Udhagamandalam**.



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**10. FALL CLAUSE**

The prices charged for this particular service/supply under the Contract by the supplier/service provider shall in no event exceed the lowest price at which the supplier/service provider sells the service/supply of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.

**11. STATUTORY VARIATIONS**

In case of statutory variation in regard to taxes/levies, within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However beyond this period PIIC will take advantage of any reduction in taxes/levies but will not pay extra on account of increase in taxes/levies.

**Sd/-  
DIRECTOR**





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**(to be submitted in the supplier's letter head)**

**ANNEXURE -I**

**PART A**

**SCHEDULE OF REQUIREMENT**

| Sl.No. | Description of the item     | Unit | Total Qty | Unit Rate (Rs) | GST | Total Amount with GST (Rs) |
|--------|-----------------------------|------|-----------|----------------|-----|----------------------------|
|        |                             |      |           |                |     |                            |
|        |                             |      |           |                |     |                            |
|        | <b>Total Amount in (Rs)</b> |      |           |                |     |                            |

NB: Unit price shall be written in figures and words

Total Tender price in Rupees: \_\_\_\_\_

In Words: \_\_\_\_\_

**Note:**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_ Seal of the Tenderer \_\_\_\_\_



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**ANNEXURE – II**

**BID DATA SHEET**

| <b>S.No</b> | <b>Description</b>   | <b>Details</b>                                 |
|-------------|--|--|
| 1.          | Bid Reference number   | BID Ref. No. PIIC/LTN/19/2019 dated 11/06/2019 |
| 2.          | Due date for submission  | 05/07/2019 UPTO 15:00 HRS                      |
| 3.          | Name & Address of bidder   |  |
| 4.          | Year of establishment  |  |
| 5.          | Type of the firm   | Public Ltd/Pvt Ltd./Partnership/Regd. firm     |
| 6.          | Name & Address of Directors/Partners   | 1.<br>2.                                       |
| 7.          | PAN Number   |  |
| 8.          | Contact Phone-Office   |  |
| 9.          | Cell   |  |
| 10.         | Email  |  |
| 11.         | Copy of MOA/Partnership deed/Registration  | Attached/Not Attached                          |
| 12.         | Copy of PAN of Directors/Partners  | Attached/Not Attached                          |
| 13.         | Latest IT return statement   | Attached/Not Attached                          |
| 14.         | Past three years P & L, Balance Sheet  | Attached/Not Attached                          |
| 15.         | All pages of bid document duly sealed and signed by the authorized person  | Attached/Not Attached                          |
| 16.         | Power of Attorney/Authorization to sign the bid  | Attached/Not Attached                          |
| 17.         | Manufacturer's authorization letter  | Attached/Not Attached                          |
| 18.         | EMD drawn (in favor of The Director, Pasteur Institute of India, Payable at Coonoor in the form of Demand Draft/Banker's cheque from a nationalized or scheduled bank. | Attached/Not Attached                          |



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**ANNEXURE – III**

**BID Ref. No. PIIC/LTN/019/2019 dated 11/06/2019**

**BID FORM**

**Item:**

Having examined the bidding documents, including amendments of which is hereby acknowledged, we the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR PII Coonoor) in full conformity with the said bidding documents for the sum of:

**In Fig:**

**In Words**

(Hereinafter call: The Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Scheduled attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity period specified in their Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

Signed by:

In the capacity of



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**Annexure-IV**

**MANUFACTURER'S AUTHORISATION FORM**

To

**The Director  
Pasteur Institute of India  
Coonoor 643 103**

Dear Sir,

Ref: Your Tender document No \_\_\_\_\_, dated \_\_\_\_\_

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

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (*name and address of the above agent*) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, AMC/CMC as applicable for the goods and services offered for supply and installation by the above firm against this Tender Document.

Yours faithfully,

[*Signature with date, name and designation*]

for and on behalf of Messrs \_\_\_\_\_

[*Name & address of the manufacturers*]

**NOTE:**

*This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer*