



**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

**TENDER NOTIFICATION FOR THE
CALIBRATION OF VARIOUS INSTRUMENTS AT SITE**

BID REF.NO.PIIC/TENDER/006/2020 DATED 27/10/2020

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 work involved is detailed in the subsequent paragraphs and is precise to the extent possible.

SCOPE OF WORK

The scope of work is **Calibration of Instruments at various laboratories of this Institute at site (Pasteur Institute of India, Coonoor).**

S.No	Scope of Work	EMD
1.	Calibration of Various Instruments at site	Rs.25,000/-

DETAILS REGARDING IMPORTANT DATES ARE AS FOLLOWS:

S.No.	Description	Schedule
i.	Closing date & time for receipt of Tender	18/11/2020, 15.00 Hrs
ii.	Time and date of opening of Technical Bids	18/11/2020, 15:30 Hrs
iii.	Venue of opening of Tender	PASTEUR INSTITUTE OF INDIA, COONOOR.

The bids are invited for the **Calibration of Various Instruments at site – Pasteur Institute of India, Coonoor** as per **Annexure I** and other details given in the bid document. All bidders who qualify the eligibility conditions as detailed in the bid document are eligible to participate except in the case of firms who are blacklisted / barred by competent agencies in participation and award of such contracts.



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1. Instruction to Bidders

The bids to be submitted in a sealed cover. The sealed cover should be superscribed as "**Tender for the Calibration of Instruments at site due on 18/11/2020 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 **18/11/2020**.

- 1.1 Bidders are requested to visit this Institute on any working day between 9.30 a.m. and 4.00 p.m. before submission of bids to inspect the instruments to confirm their standards sensitivity whether they are suitable for our equipment/instrument. The visit should be carried out on or before **18/11/2020**.
- 1.2 Bidders can send their queries and clarifications to address given in clause 1.3 or by email purchasepiic@gmail.com, up to three days prior to the due date of bid submission.
- 1.3 Bids shall be addressed by designation only to:
The Director
Pasteur Institute of India,
Coonoor – 643 103.
Nilgiris, Tamilnadu
- 1.4 Due date for submission of the bid will be on **18/11/2020, upto 15:00 Hrs.** The bids will be opened on the same day at **15:30 hrs** in presence of the tenderers present.
- 1.5 Tenders shall be valid for 120 days from the date of opening of bid.
- 1.6 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.
- 1.7 Tenders should contain the copy of the **Certificate of Accreditation given by National Accreditation Board** for Testing and Calibration Laboratories.
- 1.8 Master Calibration Certificates and Traceability of the Calibrating devices shall be furnished prior to start of the calibration job.
- 1.9 Calibration status labels shall be affixed on to all the Instruments subjected for calibration.
- 1.10 Individual calibration certificates shall be given for all the Instruments subjected to calibration.



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2. Mode of submission of Tenders:

a. Tender Cost/Tender fee: NIL

2.1 DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER

- a. EMD (Earnest Money Deposit) amount of Rs.25,000.00 (Rupees Twenty five thousand only) shall be submitted in the form of Demand Draft drawn in favour of "The Director, Pasteur Institute of India" payable at Coonoor.
- b. **Annexure-I** - Schedule of requirement (Calibration of Equipments).
- c. **Annexure-II** – Format of Submission.
- d. **Annexure-III** - Past experience, including Performance Certificate from clients. All other supporting documents (mentioned in clause 3 hereunder) and certificates substantiating the bidder's eligibility shall be attached.
- e. **Annexure-IV** - Bid form

3. Minimum Eligibility Criteria

- 3.1 The Tenderer has to be a NABL (National Accreditation Board for Testing and Calibration Laboratories) accredited Calibration Laboratory.
- 3.2 The bidder must have proven and demonstrable experience in the field of calibration of instruments for the last five financial years. Copies of Purchase orders, clients details etc should be submitted as per Annexure III.
- 3.3 Net worth of the company shall be positive during the last three financial years. The balance sheet, profit and loss account for last three financial years certified by a Chartered Accountant shall be submitted.

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 rates should be quoted in Indian Rupees only.



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5. Tender Price & Documents

- a. The rates of the instruments should be quoted strictly for calibration of Instruments at site.
- b. GST applicable should be mentioned without fail.

6. EXEMPTIONS/FORMS

PIIC will not be giving any duty exemption or 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 by registered post/by courier, that their 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 PIIC will promptly notify the same to successful Bidder through a Purchase Order/Work Order.
- 8.3 EMDs of unsuccessful bidders will be returned only after finalizing the L1 bidder.



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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 their tender.
 - "Performance Security" means monetary or financial guarantee to be furnished by the successful tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
 - "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 completion of successful calibration of all Instruments as per Annexure I and submission of Calibration Certificates and affixing of status labels on each Calibrated Instruments.	100% of the order value

3. PERFORMANCE SECURITY

- 3.1 Successful tenderer will have to furnish Performance Security @ 5% of the total contract value in the form of Demand Draft drawn in favour of "The Director, Pasteur Institute of India " payable at any Nationalized Bank in Coonoor or NEFT.

However, the Earnest Money Deposit paid alongwith the tender will be adjusted/transferred towards Performance Security those tenderers who submit the EMD by way of Demand Draft. The balance amount, if required, towards Performance Security after adjusting/transferring the Earnest Money Deposit will have to be furnished.



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3.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and shall forfeit the EMD already submitted alongwith the tender.

3.3 Forfeiture of Performance Security:
In case, the Contractor/ Bidder fails to complete the work, PIIC, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Security.

4. ADDITIONS/DELETIONS

4.1 PIIC shall have the right to direct in writing for changes, additions, modifications or deletions in the items shown in Annexure I or any part of the work and to request in writing additional work in connection therewith and the Contractor/ Bidder shall comply with such directions.

4.2 The Contractor/ 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.

5. TIME SCHEDULE

5.1 The day of commencement of work will be reckoned from the date of issue of Purchase order.

5.2 The calibration should be completed within 30 days or as per delivery terms mentioned in the Purchase Order.

5.3 The Final Acceptance Certificate shall be issued on completion of the entire scope of work by the vendor.

5.4 The calibration 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.



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6. EXTENSION OF TIME

- 6.1 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.
- 6.2 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.

7. ABANDONMENT OF WORK

- 7.1 If the Contractor/ Bidder/ supplier abandons the work for any reason whatsoever or becomes incapacitated as aforesaid, PIIC shall forfeit/en-cash the EMD. 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.
- 7.2 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.

8. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

- 8.1 When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, PIIC shall have powers 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.
- 8.2 This amount would be in addition to the recovery of liquidated damages.



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9. GENERAL

- 9.1 The Contractor/ Bidder shall be fully responsible for the completion of the calibration of instruments and also ensure with the range of the instruments so that the calibration certificates are submitted with traceability certificate.
- 9.2 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.
- 9.3 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.
- 9.4 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.

10. ARBIRATION

- 10.1 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.
- 10.2 The place of arbitration shall be at **Udhagamandalam**.

11. 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.



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12. 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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ANNEXURE – I

SCHEDULE OF REQUIREMENT

CALIBRATION INSTRUMENTS

Sl. No.	Description of the item	Qty	Unit Rate (Rs)	GST %	Unit Rate with GST (Rs)	Total Amount with GST (Rs)
01.	Pressure Gauge	662				
02.	Pressure Transmitter	49				
03.	Temperature sensor with transmitter	252				
04.	pH transmitter with sensor	29				
05.	Differential pressure transmitter/Magnehelic gauge	1043				
06.	Capacitance level transmitter/ level switch	34				
07.	Flow switch & transmitter, ORP sensor & transmitter	29				
08.	Conductivity sensor with transmitter	41				
09.	Compound Pressure gauge	106				
10.	Temperature gauge (Analog)	266				
11.	Flow meter/metal tube rotometer	20				
	Total Amount in (Rs)					

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

ANNEXURE – II

FORMAT FOR SUBMISSION

S.No.	Description	Details
01.	Tenderer Quotation No. and date	
02.	PIIC Tender reference number	BID Ref. No. PIIC/TENDER/006/2020 dated 27/10/2020
03.	Due date for submission	18/11/2020 UPTO 15:00 HRS
04.	Name & Address of the bidder	
05.	Year of establishment	
06.	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd. firm
07.	Contact Phone-Office	
08.	Mobile Phone No.	
09.	Email	
10.	PAN Number	
11.	GST Number	
12.	Contact person name	
13.	Unit rate	
14.	GST (No concessional certificate will be issued by PIIC)	@
15.	Calibration At Site	YES / NO
16.	Lead time for completion of calibration	
19.	Validity of Rates	ONE YEAR Yes/No
21.	Payment terms	100% after supplying of items through NEFT to your bank A/c



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22.	Copy of Certificate of Accreditation given by National Accredited Board enclosed	Attached/Not Attached
23.	Copy of MOA/Partnership deed/Registration	Attached/Not Attached
24.	Copy of PAN of Directors/Partners	Attached/Not Attached
25.	Latest IT return statement	Attached/Not Attached
26.	Past three years P & L, Balance Sheet	Attached/Not Attached
27.	All pages of bid document duly sealed and signed by the authorized person	YES/NO
28.	Power of Attorney/Authorization to sign the bid	Attached/Not Attached
29.	Manufacturer's authorization letter	Attached/Not Attached/NA
30.	EMD (in favor of "The Director, Pasteur Institute of India" in the form of Demand Draft/Banker's cheque drawn from a nationalized or scheduled bank, payable at Coonoor.	Attached/Not Attached/NA

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



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ANNEXURE –III

Details of Projects where Calibrations have been carried out in the last TWO years

Sl. No	Name and address of the Client	Contact person, Contact No, Email Id of the Client	Project Details		Completion Date
			Details of the items calibrated	Project Value (Rs in Lakhs)	
1					
2					
3					
4					
5					
6					

Satisfactory completion certificates from the clients to be attached.

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



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ANNEXURE – IV

BID Ref. No. PIIC/TENDER/006/2020 dated 27/10/2020

BID FORM

Item:

Having examined the bidding documents, including amendments of which is hereby acknowledged, we the undersigned, offer to execute the calibration of instruments at site PII, Coonoor in full conformity with the said bidding documents for the sum of:

In Fig: Rs.....

In Words: (Rupees)

(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 contract period as 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

(to be submitted in the supplier’s letter head)