



TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Homi Bhabha Road, Colaba, Mumbai 400 005.

Autonomous Institution of the Department of Atomic Energy, Government of India
(A Deemed University)

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Date: 14.06.2022

To,
M/s. Brandeis University
Science Machine Shop
Rosenstiel 204C/MS029
P.O. Box 549110
Waltham, Massachusetts
02454-9110
Email – fmello@brandeis.edu

Notice Inviting Tender (One Part Single Quote Tender) for the following items:

Sr. No.	Item Description	Qty.
1.	Design and fabrication of 1 olfactory memory wheels to be used for conditioning flies; complete and ready for use.	01 No.
Tender No.	TIFR/PD/IC22-8/220153	
Published on	14/06/2022	
Type of Tender	One Part Single Quote Tender	
Estimated Cost	Rs. 8.57 Lakhs	
Last date for Submission of Bid	02.07.2022 on or before 17.30 hours	
Date of Opening Bids	04.07.2022 on 14.00 Hours	

Tender should be submitted in One sealed envelope duly superscribed with the Tender No., Due Date in Bold Letters.

Please see attached sheet for conditions of tender.

ADMINISTRATIVE OFFICER
(PURCHASE SECTION)

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

(Deemed University)

HOMI BHABHA ROAD, COLABA, MUMBAI – 400 005

(PURCHASE SECTION)

Terms and Conditions

1. The quotation shall be submitted in one sealed envelope duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the Admn. Officer (Purchase), Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai – 400005. The envelopes should be clearly marked on top as the Tender Enquiry No., Due Date in bold letters. The sealed envelope has to be delivered by hand/courier at the Security Gate Officer of TIFR on or before on the due date specified. Tenders submitted after last date will not be considered.
2. After downloading the documents please inform your company details such as name, address, telephone nos., contact person and email address etc. by email to us. (deepak.baghele@tifr.res.in, vishakha@tifr.res.in, triveni@tifr.res.in, rohini.pawar@tifr.res.in) to enable us to inform prospective bidder for any corrigendum/changes if any; in the Tender document before due date.
3. Quotations must be valid for a period of 90 days from the due date.
4. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
5. Tenderer should sign on all the pages of the tender.
6. The price quoted for Import item must be on one of the following basis:
 - Ex-Work/factory duly packed airworthy/seaworthy and of international standard.
 - FOB/FCA
 - CIF Indian Port (all-inclusive i.e. Cost of Goods, Packing, Insurance, Inland transportation, freight etc.)

For local item /supply, offer should be on FOR basis (i.e. total landed cost for delivery at TIFR, Mumbai).

The dimension of the item (viz. H, W, L, weight etc.) shall be specifically stated and also mention whether the mode of shipping the item is Airworthiness / Seaworthiness or both. Accordingly, the mode of shipment will be decided by TIFR.

Price must be quoted in the Price Bid Format attached herewith

7. If equipment offered is to be imported, arrangements for import will be made by us.
8. Tenders who do not comply with any of the condition are liable to be rejected.
9. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

10. TIFR reserves the right to place the order for part/reduced quantity than what is specified in the tender.
11. This warranty shall remain valid for **one year** after the Goods or any portion thereof as the case may be, have been delivered, installed & commissioned and accepted at the final destination indicated in the Contract.
- 12. PAYMENT TERMS:** In case of Importer, 80% payment shall be made through irrevocable L/C on presentation of complete and clear shipping documents and balance 20% of the amount shall be released after the receipt, installation, commissioning and acceptance of the equipment.
13. For Import cases: No Agency commission will be paid as per Govt. of India rules.
14. TIFR is exempted from paying of Custom Duty under the notification No.51/96 dated 23.07.1996, for all procurements/supply meant exclusively for Educational, scientific and research purpose. Whenever the exemption certificate not honoured by the authorities, the applicable duty will have to be paid. Hence Custom duties, if any, should be shown separately. TIFR is a public funded research institute and is entitled to concessional rate of GST @ 5% for certain items supplied for research purpose vide notification no. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.
15. The delivery period should be **35 days** and earlier delivery may be preferred.

16. Submission of the bids, EMD & Tender Fees:

A) A Money (EMD) for **Rs. 00/-**(for Indian Supplier) and **USD 00/-**(for Foreign Supplier) has to be deposited in the form of Demand Draft, Fixed Deposit Receipt, Bankers cheque or through online transfer through bank (Bank details to be provided on demand) in favour of Registrar, Tata Institute of Fundamental Research, Mumbai to be enclosed along with the Bid.

The bidder can submit the EMD in the form of “**Bid Securing Declaration**” as per the attached format. The declaration also should be submitted on the company letter head duly signed by officer authorized to submit the bid.

EMD shall be interest free and it will be refunded to the unsuccessful bidder without any interest. EMD will be forfeited if the bidder withdraws or amend impairs or derogates from the tender in any respect.

B) Micro and Small Enterprises (MSEs):

a) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME).

b) The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.

- c) The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.
17. Bidders who have not accepted the job/order offered to them or withdraw from the tender process will not be considered for this tender.
18. The Supplier shall arrange to ship the ordered materials within the mutually agreed delivery period mentioned in the order unless extended with/without penalty.
- In case of delay in supply on part of the supplier, a penalty @0.5% per week of order value will be charged for delayed period subject to a maximum of 10% order value.
 - If the delay in the shipment of the ordered materials attributable to the supplier exceeds agreed time period from the date of original agreed upon date of shipment and extended with/without penalty, the TIFR, Mumbai shall have the right to cancel the contract / purchase order and recover the liquidated damages from other dues of the party or by legal means. It will also affect the other/future business dealings with such suppliers.
 - The same rate of penalty shall be applicable for late installation of the equipment/instrument also.
19. COMMENCEMENT OF WARRANTY PERIOD: The warranty period of an item shall commence from the date of receipt of the item in good working condition and satisfactory installation/commissioning/demonstration at the project site.
20. ANNUAL MAINTENANCE CHARGES: The bidder shall quote the rate/amount of annual maintenance charges separately, however AMC shall be an optional, TIFR may or may not opt for it.
21. Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer.
22. OBSERVANCE OF LOCAL LAWS: Wherever applicable (particularly for Local vendors), the vendor / contractor shall comply with all law, statutory rules & regulations etc. The vendor/ contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The vendor /contractor shall pay all types of taxes, fees, license charges, deposits, duties, tolls, royalty or other charges that may be liveable on account of any the operations connected with the execution of this work/ contract.
23. In case of any interpretational issues arises in this tender, the interpretation/decision of TIFR shall be final and binding on the bidder.

24. It is the responsibility of the vendor to make sure that the system being proposed can be exported to India with TIFR as the end user. All clarificatory documentation must be submitted with the Bid.
25. TIFR reserves the right to ask for or to provide any clarification, changes after the release of this tender. Any changes or clarifications provided by TIFR may be checked at TIFR website: **www.tifr.res.in/tenders**

ADMINISTRATIVE OFFICER
(PURCHASE SECTION)

TIFR Enquiry No & Date: _____

Due date: _____

Bidder's Quotation Ref No. & Date: _____

Financial Bid

Financial Bid (Bidders must quote their rates using this Format)

Sr. no.	Item Description as per the Tender/Inquiry	Make/Brand/Type	Rate per unit	Qty	Basic Cost of main item (In Currency)_____
1	Design and fabrication of 1 olfactory memory wheels to be used for conditioning flies; complete and ready for use.			1 No.	
B	Ex-Works cost (Duly packed Airworthy/Seaworthy of international standard)				
C	FOB /FCA Cost (Name of Airport_____)				
D	CIP/CIF Cost (Upto Mumbai Airport)(all inclusive i.e. Cost of Goods, Packing, Insurance, Inland transportation, freight etc.)				
E	DDP, PRICE TIFR Mumbai				

Signature of the Bidder

Name, Address, contact no _____
& Email id of the Bidder/Company _____
with company's stamp or seal _____

Date: _____

Place: _____

Note:

1. All the column should be appropriately filled and not left blank
2. Do not include any other charges, taxes, duties etc. in the Basic Cost of the item,
3. Any accessories, optional items should be shown separately using above format.
4. Use separate sheet for detail description, specification of the item, but prices should be quoted in same format.
5. Prices quoted in Indian Currency should be on F.O.R. basis and mentioned separately using different table format showing all the applicable taxes/Duties like SGST, CGST, IGST, Freight & Transportation charges and installation charges etc.
6. TIFR being educational & research institute, discounted price shall be offered.

Bid Securing Declaration
(to be submitted on company's letter head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature
of Authorized Signatory
and Company Seal

MANUFACTURERS' AUTHORIZATION FORM

No. _____

Date: _____

**Director,
Tata Institute of Fundamental Research,
HomiBhabha Road, Navy Nagar,
Colaba, Mumbai – 400 005.**

Dear Sir:

We _____ who are established and reputable manufacturers of having factories/works at _____ (*address*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, negotiate and receive the order from you against your tender enquiry mentioned on front page.

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the contract in regard to tender.

We hereby extend our full guarantee and warranty as per Clause 10.2 (iv) of the General Conditions of Contract and Clause of the Special Conditions of Contract for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial un priced bid.

Annexure - 3

Certificate of Availability of Spares
(to be submitted on OEM's letter head)

No. _____

Date: _____

**Director,
Tata Institute of Fundamental Research,
HomiBhabha Road, Navy Nagar,
Colaba, Mumbai – 400 005.**

Dear Sir:

We _____ who are established and reputable manufacturers of having factories/works at _____ *address*) do hereby authorize M/s _____ *(Name and address of Agent)* to submit a bid, negotiate and receive the order from you against your tender enquiry mentioned on front page.

We hereby extend our full support for the supply spares parts including service support as per Clause 12.3 of the General Conditions of Contract for the entire life of the product quoted by us. The life of the product is estimated to be _____ years.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This Certificate/Undertaking should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial un priced bid.