

**FISH FARMER'S DEVELOPMENT AGENCY,  
FATEHGARH SAHIB**

**TENDER DOCUMENT FOR PROCUREMENT OF LABORATORY  
EQUIPMENTS/ITEMS**

AT

Govt. Fish Seed Farm Bagrhian Phagan majra Dist. Fatehgarh Sahib

Last Date of Submission of Tender	: 05 March 2018 up to 4.00 p.m
Date & Time of opening Tender	: 06 March 2018 at 11.00 a.m
Cost of Tender Document	: Rs. 500/- (Non-Refundable) by the way of cash/ Demand Draft in Favor of Chief Executive Officer, Fish Farmer's Development Agency Fatehgarh Sahib. Tender form can be downloaded from web site <a href="https://fatehgarhsahib.nic.in">https://fatehgarhsahib.nic.in</a>
Earnest money Deposit	: 5% of approximate cost of tender
Period of validity of approved rates	: 6 months from the date of accepting the tenders or till the supply is completed
Place of opening of bids	: o/o Chief Executive Officer, Fish Farmer's Development Agency Govt. Fish Seed Farm Bagrhian Phagan majra Dist. Fatehgarh Sahib

## TENDER NOTICE

Fish farmer's Development Agency Fatehgarh Sahib invites Sealed Tenders in two-bid system from reputed manufacturers and authorized dealers/Suppliers for procurements of laboratory equipments/items.

Detailed Description and Term & Conditions of Tender Document may obtained directly from the o/o Chief Executive Officer, Fish Farmer's Development Agency, Govt. Fish Seed Farm Bagrhian Phagan majra, Dist. Fatehgarh Sahib on any working day from 10.00 Hrs to 16.00 Hrs on Payment of Tender Document Cost of Rs. 500/- (Non Refundable) per item in the form of cash or Demand Draft in Favor of Chief Executive Officer, Fish Farmer's Development Agency, Fatehgarh Sahib. Tender forms can be downloaded from web site <https://fatehgarhsahib.nic.in> . Such downloaded forms should be submitted with tender form fee Rs. 500/- per item per form in the shape of D.D. drawn in favour of Chief Executive officer, Fish Farmer's Development Agency, Fatehgarh Sahib. Last date of submission of tenders is 05 March 2018 (up to 16.00 Hrs) in the o/o Chief Executive Officer, Fish Farmer's Development Agency, Govt. Fish Seed Farm Bagrhian Phagan majra, Dist. Fatehgarh Sahib.

The tender document has schedule and appendices as follows

Annexure – I	: List of equipments
Annexure – II	: Information to Bidders
Annexure – III	: Bid I Technical Bid
Annexure – IV	: Bid II Financial Bid
Annexure – V	: Terms and Conditions of the Contract
Annexure – VI	: Technical specifications of equipments
Annexure – VII	: Affidavit regarding Non-Black listing
Annexure – VIII	: Check list

Chief Executive Officer,  
Fish Farmer's Development Agency,  
Fatehgarh Sahib.

***Annexure – I***

**List of equipment with estimated cost and EMD**

Microbiology and Histopathology Equipment

S. No	Name of the item	Estimated cost	EMD In Rs.
1	Electronic Balance	120000/-	6000/-
2	Micropipettes	60000/-	3000/-
3	Electrical heater/hot plate	20000/-	1000/-

Soil and Water analysis Equipment

S. No	Name of the item	Estimated cost	EMD In Rs.
4	Refrigerator	15000/-	750/-
5	Soil Analysis Equipments	150000/-	7500/-

**Information to Bidders**

1. The services required, bidding procedures, bid form, contract terms and instructions are prescribed in the bidding documents. The bidder is expected to examine all the instructions, forms, terms and conditions, specifications, schedule to tender, and other documents before quoting. Failure to furnish all information required or submission of bid substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid.
2. The tenders should be addressed to the undersigned in a sealed cover superscripted "Tender for supply of equipment/instruments with name of item". Unsealed tenders or tender which is not in the prescribed form will be rejected out – rightly.
3. Intending tender should send their tenders so as to reach the office on due date and time given in document. Tender received after the specified date and time will not be accepted on any account. Authorized supplier will attach along with tender a valid and authorization letter of original manufacturer that the equipment will be maintained by them. Tenders with price variation clause and /or subject to any condition are liable to be rejected.
4. The Tenderer may quote for anyone or all the items mentioned in the list in accordance with the manual and mechanical capacity and feasibility, the details of specification are given in Annexure VII.
5. The prescribed Performa Annexure –IV addressed to the undersigned should be sent in a sealed envelope superscripting, "Tender for Supply of Equipment/Instrument with Name of Item" not later than 04:00 PM on 05.03.2018. The technical bid of received tenders will be opened on 06.03.2018 at 11:00 AM in the presence of the Tenderer/ representatives as may wish to be present.
6. The arrangements that will be made on the result of the tender will be governed by the terms and conditions enclosed (Annexure -V).
7. The competent authority have right to accept or reject the tender whole or its part. His decision in the matter shall be final and binding.
8. The Submission of a tender shall be taken to signify your acceptance of the stipulated terms and conditions.
9. Any failure to observe the prescribed procedure and any attempt to canvass for the work will disqualify the tender to participate in the tendering process.
10. The tender will be in force till the completion of the supply, the decision of the competent authority of the Department (in all these matters) shall be final and binding on the parties. The Contract can be terminated by the Department at any time by giving one month's notice in writing without assigning any reason.

## 11. SUBMISSION OF BIDS

### Sealing and Marking of Bids

The bidder must submit bid in two sealed envelopes as mentioned below:

**Envelop No. 1:-** Called “Technical Bid Envelop” containing:-

a) Earnest money deposit: The bids submitted without the EMD will be summarily rejected. No request as to submission of EMD at a later date will be entertained.

b) Documents established Bidders eligibility (Technical Bid)

The following documents should be submitted along with the Technical Bid in the Sequence mentioned below: Each Page will be duly signed and serially numbered.

Corrections or overwriting duly attested.

- i) Copy of valid Regional/State Sales Tax/GST/IN registration certificate (Copy of the same to be attached)
- ii) Details of Permanent Account Number (Copy of the same to be attached)
- iii) Income Tax Clearance Certificate duly countersigned by ITO. Also submit three years income tax returns.
- iv) A Valid Letter of authorization from the manufacturer to participate in this tender.
- v) Detailed compliance statement for the item quoted with a clear ‘complied’ or ‘Not Complied ‘as per the specification.
- vi) List of major spare parts to be submitted.
- vii) Copy of CE/FDA approvals for the quoted products.
- viii) The tenderer should submit an affidavit regarding Non- Black listing as per Performa given at Annexure VII duly attested by an Executive Magistrate or a Notary Public.
- ix) Please fill all the relevant blanks on all the pages of the tender document sign along with a stamp/ seal all pages and submit the same with the tender document.

**Envelop No 2:** Called “Financial Bid Envelop” which shall contain duly filled prescribed Bid Form (Price Bid as per Annexure IV) containing the rates offered. Both the Technical Bid and Financial Bid Envelops shall be sealed separately and shall clearly indicate Envelop No.1 – Technical Bid “and Envelop No.2- Financial Bid “respectively. Both the sealed envelopes shall be kept in single envelop superscripting item name and shall be addressed to the Chief Executive officer, FFDA, Fish Seed Farm Baghrian Phagganmajra Fatehgarh Sahib PUNJAB.

**NOTE:** Please write the Item Name and No. on each Envelop and seal all the envelopes.

**TENDER FORM  
BID NO.1 TECHNICAL BID  
(To be filled by the Tenderer)**

From,

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To

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The Chief Executive Officer,  
Fish Farmer's Development Agency,  
Fatehgarh Sahib.

Subject:-

Submission of technical bid for the the supply of laboratory equipments at Govt. Fish Seed Farm Bagrhiann, Phagan majra District Fatehgarh Sahib.

Reference No.

Tender Notice No.....

Dated.....

**Name of Item** \_\_\_\_\_

I/ we am/are furnishing the following documents/particulars with reference above mentioned NIT as under:-

S.No.	Required Details	
1	Name of the Bidder	
2	Address of the Bidder	
3	Contact No.	
5	Mobile No.	
6	E mail	
7	Name of Authorized Signatory	
8	Sales Tax/CST/GST No	
9	Income Tax No /PAN/ TIN/ GIR No.	
10	Details of last three years income tax returns (enclose copy) Income tax clearance certificate duly counter signed by ITO	
11	Year of Establishment of Bidder along with	

	authorization letter from manufacturer stating that they will guarantee the after sales support	
12	Affidavit regarding Non Black Listing (Annexure VII)	
13	Name and address of Banker along with AC.No. and IFSC code attested by the banker	
14	EMD Details DD No and date, Amount in rupees and Name of Bank	
15	Check list and supporting documents as required in Annexure VIII)	
16	Documents required as per sr. no.11 of Annexure II	

Name, Address and Signature  
of the Tenderer /Agency

***Annexure-IV***

TENDER FORM  
BID NO.II FINANCIL BID  
(To be filled by the Tenderer)

From,

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To

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The Chief Executive Officer,  
Fish Farmer's Development Agency,  
Fatehgarh Sahib.

Sub: Tender for supply of Laboratory Equipments/instrument

**Name of Item** \_\_\_\_\_

Reference No.

Tender Notice No.....

Dated.....

Sir,

I/We here by tender to undertake the supply of equipments/instruments under the annexed general conditions of contract, the whole of the items referred to and described in the attached specifications and schedule., or any portion there of as may be decided by the authority of the Agency as the case may be, at the rates quoted against each. The materials will be delivered within the time and at places specified.

I/we am/are offering Financial bid as under:-

S. No.	Description of Equipments/instruments	Unit (No)	Rates Quoted (lumpsum)

Name, Address and Signature  
of the Tenderer /Agency



## **Annexure – V**

### **TENDER, TERMS & CONDITIONS**

1. Sealed quotations are invited. The approximate cost of the item/items is as per annexure I. The EMD @ 5% of the approximate cost of item as per annexure I is required to be deposited through D.D. drawn in favor of Chief Executive officer, FFDA, Fatehgarh Sahib, PUNJAB. Cheque/F.D.R. for this Amount is not acceptable. Without depositing proper EMD amount the tender will not be considered at all. The bid security (EMD) of unsuccessful Bidder(s) shall be refunded to them at the earliest without any interest.

The Tender can be deposited in this Department on or before dated 05.03.2018 up to 16.00 hrs. technical bid of received tenders will be opened on dated 06.03.2018 at 11.00 hrs (11.00 AM) in presence of representative /suppliers.

2. The Tender document can be obtained from the Office of Chief Executive officer, Fish Farmer's Development Agency, Govt. Fish Seed Farm Bagrhiann Phagan majra Dist. Fatehgarh Sahib. PUNJAB. on any working day between 10.00 AM to 4.00 PM by making payment Rs.500 /- each item in cash or in the shape of D.D. drawn in favour of Chief Executive officer, Fish Farmer's Development Agency, Fatehgarh Sahib, PUNJAB. Tender forms can be downloaded from web site <https://fatehgarhsahib.nic.in> . Such downloaded forms should be submitted with tender form fee Rs. 500/- per item per form in the shape of D.D. drawn in favour of Chief Executive officer, Fish Farmer's Development Agency, Fatehgarh Sahib
3. Only real manufacturer or Authorized dealers possessing facilities of service and to change the spare parts etc. need to apply for which a certificate of the real manufacturer or authorized dealership is to be enclosed. Failing which tender will be cancelled.
4. Rate should be quoted by obtaining form from the Department as per specification of the machine/item.
5. Tender document should be completed by ball pen and signed on each page by the Tenderer of the machine / item. Overwriting/Cutting etc. should be well attested by Tenderer.
6. The Department reserve the right to forfeit the EMD in case of making any change by the tenderer in rates or/and in the conditions. In the event of any deviation in any of the conditions the loss occurred to this Department will be made good by forfeiting security deposit and EMD so deposited by the Tenderer. In case the loss sustained is not made good by forfeiting security deposit/EMD the same can also be made good from any of the movable or immovable property of the Tenderer.
7. The rate should be quoted very clearly on the basis of measurement, number mark and make etc. including payment of all kinds of duties/taxes etc. The delivery has to be made FOR at Fish Seed Farm Bagrhian Phagganmajra.

8. The Tenderer has to enclose with Tender, copy of PAN card/Income tax and Sales tax clearance certificate duly self attested. In the absence of same, the tender is liable to be rejected.
9. The goods/material has to be supplied within the stipulated period and time as indicated in the Purchase order. The Department will not be compelled to take delivery of the goods/material after expiry of the time limit and security deposit will be forfeited.
10. Delayed supply can be accepted by imposing 10% penalty of the cost of the equipment / item. The supplier cannot compel the Chief Executive officer, FFDA, Fatehgarh Sahib, PUNJAB. to reduce or ignore it as it will depend on the condition and decision taken by the Chairman FFDA.
11. Department is not abide to purchase the goods even if the rates are minimum.
12. The Tenderer will be responsible for all kinds of breakage/pilferage etc. occurred to the machines / material during the course of supply of goods.
13. Chairman, FFDA, Fatehgarh Sahib, PUNJAB. reserves the right to accept or reject the tender partially or in totally without assigning any reason, thereof.
14. The rates quoted by the tenderer should be firm and valid. No revision/hike shall be allowed after the submission of tender document.
15. Instruments/Equipments of Indian Make should be ISO 9001 certified and for the Imported make the RoHS & CE is mandatory.
16. Product booklet containing desired specifications of Instrument/Equipment must be attached with the Technical bid.
17. All Instruments/equipment's will be supplied on 2+2 Years extended warranty.
18. Based on requirement the limits of purchase can be increased/decreased No argument in this connection from the Tenderer will be entertained. The payment will be made to successful Tenderer after deduction of 5% security amount from the bill and the same will be refunded after guarantee period.
19. EMD will be refunded to successful Tenderer after satisfactorily supply/installation and deducting 5% Security deposit from the bill.
20. The tender can be rejected for non performing satisfactorily /non supply of material.
21. Necessary TDS as per rules will be deducted from the bill presented by Tenderer for which photocopy of PAN card should be enclosed with tender document.
22. The quoted rates shall remain valid for a period not less than 180 days after the deadline fixed for submission of quotation.
23. Payment will be made after delivery of the goods/equipments and satisfactory installation of the equipment i.e. 30 days with in their acceptance through cheque/E-payment.

23. Notwithstanding the above, Chairman, FFDA, Fatehgarh Sahib, PUNJAB reserves the right to accept or reject any quotation and to cancel the bidding process and reject all the quotations at any time and stage prior to awarding purchase order.

24. In order to make in E-payment the following information to be given in the quotation letter

1. Name of the organization/supplier with full address.

2. Name of Bank, Branch code with full address.

3. Account number and type of account

4. IFSC Code (Indian Financial System Code)

All kinds of disputes arising from either side sharing the course of supply/ transaction will be resolved in jurisdiction of Fatehgarh Sahib District.

**MICROBIOLOGY AND HISTOPATHOLOGY EQUIPMENT  
And  
SOIL AND WATER QUALITY ANALYSIS EQUIPMENT**

**Please add warranty 2+2 extended warranty with every equipment.**

**1. Specification for Weighing Balance**

Max capacity : 220g  
Minimal load: 1mg  
Readability: 0.01mg  
Tare range: -220g  
Repeatability : 0.1mg  
Linearity: 0.2mg  
Pan size : 70mm approx  
Stabilization time: 5 sec  
Sensitivity drift: 1 ppm/°C in temperature  
Working temperature: +10° ÷ +40°C  
Relative air humidity : 40% ÷ 80%  
Power supply: 220  
Adjustment / Calibration: Internal Automatic  
Display: LCD

**2. Specification for Micro Pipette**

Variable Volume (0.1-2.5, 0.5-10, 2-20, 10-100, 100-1000) in ul  
Fully Autoclavable with color coding for easy identification  
Enhanced UV resistance and calibrated in ISO 17025 accredited laboratory  
Large 4 digit display with soft touch tip ejection  
Locking facility for preventing accidental volume change

**3. Specification: Hot plate stirrer**

Capacity: 5Ltrs  
Speed range: 100-1500 rpm  
Display: LCD  
Temperature: 0-3000 C

**4. Specification of Refrigerator**

Capacity: 180L or above  
Double door with 4°C and -20°C

## 5. Specification of Soil Analysis

Soil tester pH, Soil tester N/Mg/P, Double Tube Assembly.

De-ion pack, 2 dilution tubes/sample containers, cuvette brush, crush/stir rods, filter funnel, filter papers, soil sample bags (100), 2 ml soil scoop, 10 ml soil scoop, 2.5 ml Extract scoop. Extract K, Extract N, Extract P, Acidifying S tablets.

Calcium S, Magnecol S, Nitricol/Nitratest N, Phosphate S, Potassium S, Soil pH, Lime Buffer.

Supplied in a soft shoulder case.

Soil pH 0-14

Lime 0-34 tonne/ha

Nitrate Nitrogen 0-25 mg/IN

Phosphate Phosphorus 0-150 mg /IP

Pottassium: 0-450 mg/l

*Annexure-VII*

(To be furnished on non-judicial stamp paper worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

**AFFIDAVIT**

I/We \_\_\_\_\_

partner/ sole proprietor (Strike out which is not applicable) of (Name & Address of Firm)\_\_\_\_\_

\_\_\_\_\_ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are not debarred or black- listed by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant who has been debarred or blacklisted by any department of Union Govt./ State Govt./ Autonomous Institute.
- c) And that the terms and conditions for the supply and installation of laboratory equipments at Govt. Fish seed farm Bagrhian Phagan majra Distt. Fatehgarh Sahib, Punjab are acceptable to me/us. I/We shall abide by them in letter and spirit.

Date:

Place:

DEPONENT

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Date:

Place:

DEPONENT

*Annexure VIII*

**CHECK LIST**

Name of Tenderer:

S.No.	Activity	Yes/No /NA	Page No. In TED	Remarks
1	Have you enclosed EMD of required amount for the quoted schedules			
2	Have you enclosed clause-by-clause technical compliance statement for the quoted goods visà-vis the Technical specifications?			
3	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
4	Have you kept validity of 180 days from the Techno Commercial Tender Opening date as per the TE document			
5	Have you enclosed duly filled Tender Form as per format			
6	Have you enclosed Power of Attorney/ Authorisation in favour of the signatory?			
7	Have you submitted manufacturer's authorization			
8	Have you submitted the certificate of incorporation?			
9	In case of Indian Tenderer, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
10	In case of Foreign Tenderer, have you furnished Income Tax Account No. of your Indian Agent as allotted by the Income Tax Department of Government of India?			
11	Have you intimated the name and full address of your Banker(s) along with your Account Number			
12	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
13	Have you submitted the Quality Control Requirements as per Performa given the TE document?			
14	Have you accepted delivery period as per TE document?			
15	Have you accepted the terms of delivery as			

	per 'DDP at consignee site basis'?			
16	Have you accepted the warranty/CMC as per TE document?			
16	Have you accepted all terms and conditions of TE document?			
17	Have you fully accepted payment terms as per TE document?			
18	Have you submitted copy of the order(s) against the above end user certificate (s)?			