



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

REQUEST FOR PROPOSAL
FOR
FURNISHING OF WET LAB

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SECTION 1 – BID SCHEDULE

RFP No.	: BITS/BIRAC BioNEST/RFP/18-19/001
RFP Date	: 03.07.2018
Description of supply	: Lab Furniture (Layout attached)
Bid Type	: RFP should be submitted on schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in an envelope with the RFP no. and date.
Last date of submission of RFP	: 10.07.2018
Place of Submission (Postal/Physical)	: The Director's Office
Any Clarification	: Name :1) Mr. Surendra Kinlekar Dept : Purchase Store Estate Division, BITS Pilani K.K. Birla Goa Campus Email : kinlekar@goa.bits-pilani.ac.in Contact No. :0832 2580391 Mobile No. : 9822264691 2) Prof. Mridula Goel Incharge- BITS BIRAC BioNEST, BITS Pilani K.K. Birla Goa Campus Email: mridula@goa.bits-pilani.ac.in Contact No. :0832 2580254



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SECTION 2 - ELIGIBILITY CRITERIA

1. The Bidder's firm should have existence for minimum period of 3 years - (Copy of Certificate of Incorporation / Registration Certificate of the firm).
2. Copy of the PAN CARD of the firm.
3. Copy of IEC Code certificate.
4. The Bidder must not be blacklisted /suspended or any service related dispute with any Organization /Govt. Organisations in India or outside India or any litigation pending. **Annexure A1.**
5. Client Details - The bidders must submit at least 2 successfully completion certificates of completed orders for the similar items. Copies of such purchase orders must be enclosed with the offer. **Annexure A2.**
6. Undertaking **Annexure A3.**
7. If bidder is Local dealer/distributor/stockiest, it is mandatory to attach Authorization Certificate along with bid.



SECTION 3 - INSTRUCTIONS TO BIDDERS

A. SUBMISSION OF OFFER:

1. Bids should be submitted in the Director's Office at BITS PILANI K.K. Birla Goa Campus. All communications are to be addressed to the Director. In case due date happens to be holiday the quotation will be accepted and opened on the next working day.
2. The Quotation must be enclosed in a sealed cover subscribing RFP No. & should reach the undersigned on or before due date mentioned in the RFP. If the quotation cover is not sealed, it will be rejected.
3. Price bid must be submitted in enclosed price bid format only. If Price bid is not quoted in PRICE BID as provided in RFP document then, BITS PILANI K.K. Birla Goa Campus will reject bid.
4. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery and complete installation at BITS PILANI K.K. Birla Goa Campus at site.
5. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
6. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current email address.
7. The leaflets, catalogues, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
8. BITS shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by BITS which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed /Late Bids will not be accepted, at any circumstances.

B. CANCELLATION OF RFP:

1. Not withstanding anything specified in this RFP document, BITS PILANI K.K. Birla Goa Campus in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:
 - To accept OR reject lowest bidders or any other bidder or all the bidders.
 - To accept any bid in full or in part.
 - To reject the bid not confirming to the RFP terms.

C. VALIDITY OF THE OFFER: 60 Days from the date of submission of offer.



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D. TRANSFER AND SUBLETTING: The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the RFP or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

E. EVALUATION OF OFFER :

1. BITS PILANI K.K. Birla Goa Campus evaluates quotations of acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the RFQ shall be rejected:
 - Non submission of complete offers.
 - Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this RFQ documents, BITS PILANI K.K. Birla Goa Campus shall construe that the BIDDER had accepted the clauses as per the invitation to RFP no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of RFPs.



SECTION 4 - TERMS AND CONDITIONS

A. AWARD OF CONTRACT :

1. A panel of purchase committee will select the vendor.
2. The Empaneled vendors will abide by all the Terms & Conditions of the RFQ Document.

B. PAYMENT TERMS :

1. Payment within 30 days from the date of handover of completed furnished lab and acceptance certificate (Bill Forwarding) from concerned Department / Division.
2. Payment shall be made by RTGS offered by the Bank after Vendor registration.

C. DELIVERY SCHEDULE :

1. Delivery and Installation must be made within specified schedule from the issue of the order either directly or through their dealer network unless otherwise specified.
2. If the vendor fails to deliver and install the material within the allotted delivery period as specified above, the purchaser may procure goods or services similar to those undelivered upon such terms and in such manner as it deems appropriate from any other firm and the vendor will be liable to the purchaser for any excess cost.
3. Part Supply is normally not acceptable. But may be allowed on genuine cases, on written request only.

D. PENALTY: Timely delivery is essence of the contract and hence if any consignment/installation be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment/installation, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

E. FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

F. TAXES & DUTIES :

1. As per Govt. of India Notification no. 51/96 Custom dtd. 23rd July 1996, BITS PILANI K.K. Birla Goa Campus is exempted from Custom duty for all research equipment. We shall provide the entire document under this notification to enable you to clear the goods without system duty, whenever required. Please state clearly that this certificate is required.
2. GST will be charged as applicable. Any statutory variation will be paid to documentary evidence. Kindly clearly indicate the percentage of GST applicable.



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G. LOSS, DAMAGE & SHORTAGE: BITS PILANI K.K. Birla Goa Campus shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in GOOD CONDITION only.

H. GENERAL :

1. The material so supplied will have to be of high quality & grade and in the event if equipment/furniture found to be of inferior quality, the vendor is liable to be banned or suspended from doing business in BITS PILANI K.K. Birla Goa Campus.
2. The acceptance of the offer will rest with the BITS PILANI K.K. Birla Goa Campus, who does not bind himself to accept the lowest bid and reserves the right to reject/accept partially or wholly the RFPs received, without assigning any reason.
3. Mere submission of applicable/ proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of BITS PILANI K.K. Birla Goa Campus shall be final and binding on the parties.
4. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. If any, will not be binding on us.
5. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

I. ACCEPTANCE / REJECTION : BITS PILANI K.K. Birla Goa Campus reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotation received, for noncompliance of any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.

J. LEGAL MATTER: All disputes are subject to Goa jurisdiction only.



SECTION 5 – BIDDER'S INFORMATION

Sr. No.	Vendor's Details	
1.	NAME & ADDRESS OF THE MFTR./FIRM/VENDOR (with Tel./Fax/Mobile/email address)	
2.	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/DISTRIBUTORS, if applicable	
	Phone with STD code	
	Fax	
	Email	
	Contact Person	
	Mobile No.	
3.	GST NO. OF THE FIRM/DEALER (Copy to be attached)	
4.	PAN NO. OF THE DEALER (copy to be attached)	
5.	Type of Bidder -	
	Manufacturer (Please mention)	
	Authorised Dealer/Stockist of equipment (Attach Authorisation Certificate)	
6.	Bank Details :	
	Account Number	
	Bank Name	
	Bank Address	
	IFSC Code	



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SECTION 6- COMMERCIAL BID

Sr. No.	Description of Product/Services	Discount Offered	GST extra as applicable	Any other taxes/charges like Sea Freight charges



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(On Company / firm's Letterhead)

SECTION 7 ANNEXURES

ANNEXURE A1 - DECLARATION REGARDING CLEAN TRACK

To,
The Director's Office,
BITS PILANI K.K. Birla Goa Campus,
Zuarinagar Goa.

Date :

Sir,

Ref : RFP No. BIRAC BioNest/RFP/18-19/001 dated 3rd July 2018 "RFP for the Supply of equipment"

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company / firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal



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(On Company / firm's Letterhead)
ANNEXURE A2 : CLIENT DETAILS

To,
The Director's Office,
BITS PILANI K.K. Birla Goa Campus,
Zuarinagar Goa.

Date :

Sir,

Ref:RFP No. BIRAC BioNest/RFP/18-19/001dated 3rd July, 2018“RFP for the Supply of equipment”

I/we hereby mention following list of our clients which mention 2 successfully completion certificates of completed orders for the similar items. (Copies of such purchase orders must be enclosed with the offer).

Sr. No.	Name of Client	Purchase order	Amount of Order

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Encl : As above



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(On Company / firm's Letterhead)

ANNEXURE A3 : UNDERTAKING

1. We hereby declare that all the particulars given in this RFP are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by BITS PILANI K.K. Birla Goa Campus.
2. We understand that information provided by us will serve as prequalification Criteria for equipment purchase and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of equipment purchase our contract may be canceled.
3. We have read and understood all the terms and conditions of RFP and we fully agree to it.

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :



SECTION 8 CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope “A”

- a) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- b) Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
- c) Technical bid- Detailed Layout
- d) Commercial Bid
- e) Annexure A1: Declaration Regarding Clean Track by Bidder.
Annexure A2: Client's Details.
Annexure A3: Undertaking.

RFP should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in the envelopes with the RFP no. and date.