Ref: BITS/2023-24/DBT BUILDER\_revised Date: 7th March 2024

# TENDER NOTICE

Electronic online Technical and Financial Bids are invited from potential Bidders for Purchase of

Contact Angle meter Instrument with accessories Equipment under BITS Pilani K. K. Birla Goa Campus (Section 8 Company) hereinafter referred as Institute or company. The deadline for submission of Bid is 13th March, 2024 (5:00 PM IST). Details may be seen in the Bidding document available at the website of BITS Pilani K. K. Birla Goa Campus [(](https://www.biocytih.co.in/)  [www.bits-goa.ac.in](http://www.bits-goa.ac.in/) [)](https://www.biocytih.co.in/). Bid document must filled completely as per the guidelines and formats.

 Coordinator – DBT BUILDER

For BITS Pilani K. K. Birla Goa Campus

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**SECTION 1 – BID SCHEDULE**

|  |  |
| --- | --- |
| Tender Ref. No.  | BITS/2023-24/DBT BUILDER/004 |
| Tender Date  | 7th March 2023  |
| Item Description and Quantity  | Refer to Annexure C |
| Bid Type  | Two Bid System: Technical Bid and Commercial Bid.   |
| Last date and time of submission of Tender  |  13th March 2024 at 5.00 PM |
| Link for tender document  |   [www.bits-goa.ac.in](http://www.bits-goa.ac.in/) |
| Mode of Submission  | Bid must be submitted via official Email. Bid document must be password protected PDF files. The Technical Bid and Commercial Bid files must be separately submitted as specified in Section 3.A.1.  |
| BITS Pilani K. K. Birla Goa Campus – Bank Details  |  |

# SECTION 2 – ELIGIBILITY CRITERIA

1. The Bidder's firm should have existence for minimum period of 3 years. Copy of Certificate of Incorporation / Registration of the firm be provided.
2. Copy of the PAN CARD of the firm.
3. Copy of IEC Code certificate.
4. Copy of GST certificate.
5. The Bidder must provide an undertaking to the effect that the Bidder is not blacklisted /suspended/ debarred by Department of Commerce or Ministry/ Department concerned **Annexure A1**.
6. Client details – The Bidders must submit certificates at least 2 successfully completed orders for the similar equipment. Copies of such purchase orders must be enclosed with the offer. **Annexure A2**.
7. Undertaking **Annexure A3**.
8. If Bidder is local dealer/distributor/stockiest, it is mandatory to attach valid authorization certificate from Original Equipment Manufacturer (OEM) along with the Bid.

**SECTION 3 – INSTRUCTIONS TO BIDDERS**

* 1. **SUBMISSION OF OFFER:**
		1. Bids should be submitted via email to BITS Pilani K. K. Birla Goa Campus and all communications are to be addressed to the Sr. Prof. Sunil Bhand Coordinator DBT Builder.
			1. The Bid is of two Bid system: The Bid should be submitted on the schedule with covering letter. The Bid must be submitted in two separate password protected files (1. Technical Bid and 2. Commercial Bid) as per the given format in Section 6A and minor deviations from specification may be mentioned in remarks of section 6A. The files should be saved as password protected PDF (with page numbering on each page of the Bid). The files must be named as BITS DBT BUILDER TECHNICAL and BITS DBT BUILDER COMMERCIAL.
			2. Only password protected files of Technical and Commercial Bids to be sent to the BITS Pilani K. K. Birla Goa Campus on email: purchase@goa.bits-pilani.ac.in and copy to director@goa.bits-pilani.ac.in To avoid disqualification, Bidder should not provide the password along with password protected files in the same email
			3. A separate Email containing **only passwords and file names** for the above two files are to be sent to the following emails only. Email: nghosh@goa.bits-pilani.ac.in
			4. The subject line should start with BITS Pilani K. K. Birla Goa Campus tender and tender reference number.
		2. Price Bid must be provided strictly in the commercial Bid format only (Refer section 6B). If Price Bid is not quoted in commercial Bid or discloses the price in other documents such as technical Bid, covering letter, email etc. shall be liable for rejection.
		3. The Commercial Bid shall be on fixed price basis, inclusive of all taxes (specify the tax schedule with HSN code). There should be no hidden charges. Price quotation accompanied by vague and conditional expressions such as "Subject to immediate acceptance", "Subject to confirmation" etc. shall be treated as being at variance & shall be liable for rejection. For each equipment in the Bid, only one Bid should be submitted. Submission of multiple Bids for same item will be liable to be rejected.
		4. BITS Pilani K. K. Birla Goa Campus shall have full powers to undertake negotiations either in person or online mode. Qualified vendors will be intimated at least two working days in advance. Detailed reasons and results of negotiations shall be recorded in the proceedings.
		5. Quoting of Price (s): Price quoted should be strictly in Indian Rupees only and F.O.R basis to the specified location in Bid.
		6. If any firm outside India is submitting tender document, it must Bid through their authorized distributor in India with valid agreement of minimum of 2 years (until March 31, 2025) in India.
		7. Any Bidder currently engaged in litigation with other organizations, must inform their legal status in writing.
		8. Earnest Money Deposit (EMD): A refundable amount of 1,00,000.00 as earnest money deposit (EMD) in the shape of Bank Guarantee ( BG ) (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents. Failure to deposit Earnest Money will lead to rejection of tender.
		9. Return of EMD:
			1. a) The earnest money of unsuccessful bidders will be returned after finalizing the panel. b) The earnest money of the successful bidder will be converted into security deposit.
	2. **WITHDRAWAL OF BIDS**
		1. The Bidder may withdraw the Bid after the submission provided that advance notice (minimum 2 working days before deadline of submission) of the withdrawal is received via official email to the BITS Pilani K. K. Birla Goa Campus.
		2. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of the Bid validity specified by the Bidder. Withdrawal of a Bid during this interval shall result in the Bidder exclusion from the process.
		3. Communication with Bidders will be carried out electronically. All Bidders must provide their current official email address, registered postal address name of the contact person, office landline no/mobile number.
		4. For the Bid items, the make, model, instrument pictures, leaflets, catalogues, and details of OEM etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
	3. **CANCELLATION OF TENDER:**

Notwithstanding anything specified in this tender document, BITS Pilani K. K. Birla Goa Campus, in its sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:

* + - 1. To reject the Bid not confirming to the Bid terms.
			2. To accept OR reject lower/lowest Bidders or any other Bidder or all the Bidders.

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

* 1. **TRANSFER AND SUBLETTING:** The Bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of BITS Pilani K. K. Birla Goa Campus.

* 1. **EVALUATION OF OFFER:**
		1. BITS Pilani K. K. Birla Goa Campus evaluates technical and commercial acceptable offers on landed net price basis.
		2. Offer which deviate from the vital conditions (as illustrated below) of the tender shall be rejected:
			1. Any rates are disclosed in Technical Bid, covering letter, Email etc. except in Commercial Bid.
			2. Any special offers made in Technical Bid.
			3. Non submission of complete offers.
			4. Receipt of offers after due date and time.
			5. Receipt of offers without password protected files.

* + 1. In case the Bidder is silent on any of the clauses mentioned in this tender document of BITS Pilani K. K. Birla Goa Campus, it shall construe that the Bidder had accepted the clauses as per the invitation to tender and no further claim will be entertained.

* + 1. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for submission of Bid.

# SECTION 4 – TERMS AND CONDITIONS OF CONTRACT

1. **AWARD OF CONTRACT:**
	1. A panel of purchase committee will evaluate Bids via two step Bid evaluation process and selection will be made for best offer.
	2. The successful Bidders shall abide by all the Terms & Conditions of the Bid document.
2. **PAYMENT TERMS:**
	1. Payment 80% will be made after the delivery of full ordered material with satisfactory inspection and balance 20% payment within 03 weeks after successful installation and commissioning at our site.
	2. Payment shall be made through the Public Financial Management System (PFMS) system.
3. **DELIVERY SCHEDULE:**
	1. The selected vendors must deliver equipment within six months from the date of PO subject to delivery negotiation.
	2. Materials should be door delivered on F.O.R basis as per ship to address.
	3. Delivery must be made within specified schedule from the issue of the purchase order either directly or vendor’s dealer network unless otherwise specified.
	4. Part supply or short supply of the equipment will not be accepted.
	5. Documents such as original challan and tax invoice copy, packing slip / L.R. copy should be provided along with equipment at specified delivery site. If any of the documents not received at the time of delivery, then consignment will not be accepted.
4. **PERMITS, APPROVALS AND LICENSES**

Whenever the supply of Goods and incidental Works/ Services requires that the vendor/ supplier obtain permits, approvals, and licenses from local public authorities, it shall be the vendor/ supplier's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to export license or environmental clearance if required.

1. **FORCE MAJEURE**:

On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the Procuring Entity in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days’ notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination. Notwithstanding the remedial provisions contained in contract conditions, none of the Party shall seek any such remedies or damages for the delay and/ or failure of the other Party in fulfilling its obligations under the contract if it is the result of an event of Force Majeure.

1. **TAXES & DUTIES:**

GST and Custom duty will be extra as applicable. Any statutory variation will be paid on submission of documentary evidence. Clearly indicate the percentage of GST applicable.

1. **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 equipment received in good condition certified by the Institute. Vendor shall be responsible for packing and forwarding. Packing should be leak-proof, damage proof & road and shipment worthy and insurance coverage till destination point mentioned in purchase order. If any deviation is found in equipment quality, specification or the equipment is found damaged on receipt, then the same shall be treated rejected and the vendor will be responsible for the loss. The vendor shall also take back material at their own cost.

1. **GENERAL:**
2. The material so supplied will have to be of high quality & grade and in the event if equipment found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in BITS Pilani K. K. Birla Goa Campus.
3. The acceptance of the offer will rest with the BITS Pilani K. K. Birla Goa Campus, who does not bind itself to accept the lowest bid and reserves the right to reject/accept partially or wholly the tenders received, without assigning any reason.
4. Mere submission of Bid 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.
5. Printed terms and conditions of the Bidder on their quotation Form/ Literature/ Letter etc. If any, will not be binding on us.
6. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the Bid.
7. This Contract and its documents constitute the entire agreement between the BITS Pilani K. K. Birla Goa Campus Institute and the vendor/ supplier and supersedes all other communications, negotiations, and agreements (whether written or oral) of the Parties made before the date of this Contract.
8. No agent or representative of either Party has the authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not outlined in this Contract.
9. If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.
10. The parties to the contract are the vendor/ supplier and the BITS Pilani K. K. Birla Goa Campus.
11. All communications under the contract shall be served by the parties on each other in writing, in the contract's language, and served in a manner customary and acceptable in business and commercial transactions.
12. The person signing the Communications:

For all purposes of the contract, including arbitration, thereunder all communications to the other party shall be signed by:

The person who has signed the contract on behalf of the vendor/ supplier shall sign all correspondences.

 Unless otherwise stipulated in the contract, the Co-Coordinator DBT Builder signing the contract shall administer the contract and sign communications on behalf of the BITS Pilani K. K. Birla Goa Campus.

1. Address of the parties for sending communications by the other party.

For all purposes of the contract, including arbitration, thereunder the address of parties to which the other party shall address all communications and notices shall be the address of the vendor/ supplier as mentioned in the contract unless the vendor/ supplier has notified the change of address by a separate communication containing no other topic to the BITS Pilani K. K. Birla Goa Campus. The Contractor shall be solely responsible for the consequence of an omission to notify a change of address in the manner aforesaid, and the address of the BITS Pilani K. K. Birla Goa Campus shall be the address mentioned in the contract. The contractor shall also send additional copies to officers of the BITS Pilani K. K. Birla Goa Campus presently dealing with the contract.

1. Insurance: Unless otherwise instructed in the contract, the vendor/ supplier shall arrange for insuring the Goods against loss or damage incidental to manufacture or acquisition, transportation storage.
2. The vendor bears the responsibility of providing fully functional equipment in accordance with the specifications. If any part is missing in the given specifications, the vendor must explicitly mention and include a quote for it in their bid

1. **MODIFICATIONS/ AMENDMENTS OF CONTRACT**
	1. If any of the contract provisions must be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the BITS Pilani K. K. Birla Goa Campus, and no modified provisions shall be applicable unless such modifications have been done. No variation in or modification of the contract terms shall be made except by a written amendment signed by the BITS Pilani K. K. Birla Goa Campus. Requests for changes and modifications may be submitted in writing by the vendor/ supplier to the Procuring Entity. At any time during the currency of the contract, the BITS Pilani K. K. Birla Goa Campus may suo-moto or, on request from the vendor/ supplier, by written order, amend the contract by making alterations and modifications within the general scope of the Contract.
	2. If the vendor/ supplier does not agree to the suo-moto modifications/ amendments made by the Procuring Entity, he shall convey his views within 14 days from the date of amendment/ modification. Otherwise, it shall be assumed that the contractor has consented to the amendment. Any verbal or written arrangement abandoning, modifying, extending, reducing, or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the BITS Pilani K. K. Birla Goa Campus unless and until the same is incorporated in a formal instrument and signed by the BITS Pilani K. K. Birla Goa Campus and till then the BITS Pilani K. K. Birla Goa Campus shall have the right to repudiate such arrangements.
2. **ASSIGNMENT AND SUB-CONTRACTING**

The vendor/ supplier shall not, save with the previous consent in writing of the BITS Pilani K. K. Birla Goa Campus, sublet, transfer, or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. If the vendor/ supplier sublets or assigns this contract or any part thereof without such permission, the BITS Pilani K. K. Birla Goa Campus shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies thereunder.

1. **ACCEPTANCE / REJECTION:**

BITS Pilani K. K. Birla Goa Campus**,** reserves the right to accept Bid 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.

1. **INDEPENDENT CONTRACTOR:**

The vendor/ supplier's status shall be that of an independent contractor and Primary Employer of staff deployed during the contract by him or his sub-contractors or other associates. The vendor/ supplier, its employees, agents, and subcontractors performing under this Contract are not employees or agents of the BITS Pilani K. K. Birla Goa Campus, simply by Services delivered under this Contract.

1. **WARRANTY/ GUARANTEE**
	1. If so stipulated in the Contract, the following warranty/ Guarantee clause shall apply:
		1. The vendor/ supplier hereby covenants that it is a condition of the contract that all Goods supplied to the BITS Pilani K. K. Birla Goa Campus under this contract shall be free of all defects and faults arising from design, materials (except when the design adopted and/ or the material used are as per the BITS Pilani K. K. Birla Goa Campus’s specifications) or workmanship or from any act or omission of the vendor/ supplier, that may develop under regular use of the supplied Goods under the conditions prevailing in India.
		2. Unless otherwise indicated in the contract, the vendor/ supplier also guarantees that the said Goods would continue to conform to the description and quality as aforesaid, for 30 months after their delivery or 24 months from the date of placement in service (e.g., installation and commissioning), whichever shall be sooner.
	2. Obligations of the contractor under the warranty clause shall survive even though:
		1. The Goods may have been inspected, accepted, installed/ commissioned and paid for by the Procuring Entity.
	3. The contract is terminated for any reason whatsoever.
		1. The BITS Pilani K. K. Birla Goa Campus shall promptly notify in writing to the contractor, If during the period above, the said goods/ stores/ articles are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of the BITS Pilani K. K. Birla Goa Campus in that behalf being final and conclusive). ii) Upon receipt of such notice, the vendor/ supplier shall, within 14 days (or within any other period, if stipulated in the contract), expeditiously repair or replace the defective Goods or parts thereof, free of cost, at the ultimate destination. The vendor/ supplier shall take over the replaced parts/ Goods after providing their replacements, and no claim shall lie on the BITS Pilani K. K. Birla Goa Campus for such replaced parts/ Goods after that.
		2. A penalty of 0.5% (half per cent) of the contract value for the delay in response time beyond specified time as detailed above shall be recoverable from the Performance/ Warrantee Guarantee.
		3. In case of any rectification of a defect or replacement of any defective Goods during the warranty period, the warranty for the rectified/ replaced Goods shall remain till the original warranty period.
		4. If the contractor, having been notified, fails to rectify/ replace the defect(s) within 21 days (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the BITS Pilani K. K. Birla Goa Campus shall avail any or all remedial action(s) thereunder.
2. **GOVERNING LAWS, JURISDICTION AND DISPUTE RESOLUTION:**
	* 1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force. Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Award (LoA) or the contract Agreement, in the absence of LoA has been issued. The courts of such a place shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.
		2. The parties shall endeavor to resolve any dispute relating to the rights, duties, terms, and conditions contained in this agreement amicably through conciliation by engaging in discussions and mutual negotiations in good faith.
		3. However, if the dispute remains unresolved through conciliation of period of 30 (Thirty) days after commencement of discussions, the same shall be decided by way of arbitration, the arbitration of such disputes would be handled by sole arbitrator to be mutually appointed by the Parties. The arbitration shall be conducted in pursuance of provisions of Arbitration and conciliation act, 1996 and the place of arbitration shall be Mumbai and the language of the arbitration shall be English. The cost of arbitration shall be borne by the parties equally whereas, the parties shall bear their own costs as to litigation expenses including fees of the legal counsels.
3. **Special Instructions to the Contractors/Bidders for the e-submission of the bids**
	* 1. After downloading / getting the tender schedules from the website, the bidder should go through them carefully and then submit the documents as per the guidelines of the tender document, otherwise, the bid will be rejected.
		2. The bid templates must not be modified/replaced by the bidder and the same should be submitted after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
		3. If there are any clarifications, this may be obtained only via email through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
		4. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
		5. The bidder must read the terms and conditions and accepts the same to proceed further to submit the bids.
		6. The bidder has to submit the tender document(s) well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
		7. There is a limit of 10MB on the size of the file to be attached. However, in order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
		8. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

* + 1. The bidder should see that the bid documents submitted should be free from computer virus and malware and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
		2. All the data submitted by the bidders will not be opened until deadline of bid closure. The data submitted will not be viewable by unauthorized persons during bid submission. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

**SECTION 5 – BIDDER'S INFORMATION**

|  |  |  |
| --- | --- | --- |
| Sr. No.  | Vendor’s Details  |   |
| 1.  | Name & registered address of the manufacturer/Firm/vendor (with Tel./ Fax/Mobile/email address)  |   |
| 2.  | Name & registered address of the local authorized dealer/distributers, 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)  |   |
| Authorized Dealer/Stockiest of equipment (Attach Authorization Certificate)  |   |
| 6.  | Bank Details:  |   |
| Account Number  |   |
| Bank Name  |   |
| Bank Address  |   |
| IFSC Code  |   |

**SECTION 6 A- TECHNICAL BID**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.**  | **Name of the Equipment**  | **Specifications**  | **Compliances**  |  **Specific remarks**  |
|  |  |   |  |  |

**SECTION 6 B- COMMERCIAL BID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No.  | Equipment Name (with Make model and Part Number)  | DUTY Paid Offered Price inINR  |  Discount  offered if any | GST extra as applicable  |  Any other taxes/charges like Freight/F.O.R. charges  |
|   |   |   |   |   |   |
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(On Company / Firm's Letterhead)

# SECTION 7 ANNEXURES ANNEXURE A1 – DECLARATION REGARDING CLEAN TRACK

 To, Date:

BITS Pilani K. K. Birla Goa Campus

Sir,

**Ref:**

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 / blacklisted 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

(On Company / firm's Letterhead)

# ANNEXURE A2: CLIENT DETAILS

 To, Date:

BITS Pilani K. K. Birla Goa Campus

 Sir,

**Ref:**

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**

(On Company / firm's Letterhead)

# ANNEXURE A3: UNDERTAKING

1. We hereby declare that all the particulars given in this Bid 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:

**Quotation must be submitted in password protected PDFs of Technical Bid and Commercial Bid separately as specified in Section 3.A.1.**

# Technical Bid (Password protected PDF)

1. Covering letter stating the list of items Bid
2. Eligibility Criteria Responses
3. Technical Bid compliances
4. Annexure A1: Declaration Regarding Clean Track by Bidder.
5. Annexure A2: Client's Details.
6. Annexure A3: Undertaking.

# Commercial Bid (Password protected PDF)

a) Commercial Bid

**SECTION 9 ANNEXURE-B**

**SPECIFICATIONS OF EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No**  | **Name of the Equipment**  | **Specifications**  | **Quantity**  | **Location**  |
| 1. | Contact Angle MeterTechnical Specification is attached as Annexure-C | As per Annexure C | One  | Goa  |

**Installation & Warranty information:** All the equipment offered in the bid must be inclusive of installation charges at the prescribed site and a minimum of 1-year onsite standard warranty followed by price offer for year 2nd year and 3rd year extended warranty.

**\*End of Document \***