



TENDER DOCUMENT FOR

PROCUREMENT OF ULTRA MICROBALANCE

**राष्ट्रीय डोप परीक्षण प्रयोगशाला (एन.डी.टी.एल)
NATIONAL DOPE TESTING LABORATORY
(NDTL)**

East Gate No.10, JN Stadium Complex
Lodhi Road
NEW DELHI 110 003

NATIONAL DOPE TESTING LABORATORY (NDTL)
TENDER FOR SUPPLY OF ULTRA MICRO BALANCE
NOTICE INVITING TENDER (E-Procurement mode)

Tender Reference No 2(VII)/Admn/NDTL/2019-20

Date: 12.02.2021

National Dope Testing Laboratory (NDTL) invites online bids (e-tender) in two bids systems, from OEM/Authorized distributors/Authorized dealer for the following item.

Item Description	Quantity
Ultra Micro Balance	1

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website ndtlindia.com and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	12/2/2021	17.00 Hrs
2	Bid Submission Start Date	12/2/2021	17.00 Hrs
3	Bid Submission Close Date	25/2/2021	13.00 Hrs
4	Opening of Technical Bids	26/2/2021	14.00 Hrs

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the Help desk is 0120- 4200462, 0120-4001002, 91-8826246593.

Instructions for Online Bid Submission

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app))& Institute website www.ndtlindia.com. The bidder's are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder's registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. bidder's are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidder's will be required to choose a unique username and assign a password for their accounts.
3. bidder's are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidder's will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhraetc.),with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidder's are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidder's to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidder's may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender

published on the CPP Portal.

2. Once the bidder's have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidder's through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidder's. Bidder's can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Financial Bids can be submitted in PDF format.

The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

4. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder's, opening of bids etc. The bidder's

should follow this time during bid submission.

5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDER'S

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help-desk. The contact number for the help-desk is **0120-4200462, 0120-4001002,91-8826246593.**

TENDER FOR PROCUREMENT OF ULTRA MICRO BALANCE
NOTICE INVITING TENDER (E-Procurement mode)

Tender Reference No 2(VII)/Admn/NDTL/2019-20

Date: 12.02.2021

1. The bidder's are requested to give detailed tender in two Bids i.e.

- a. **Part - I: Technical Bid.**
- b. **Part - II: Commercial Bid (in INR only)**

Critical Dates of Tender

Sr No	Particulars	Date	Time
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2. AVAILABILITY OF TENDER:

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

1) The National Dope Testing Laboratory (NDTL) invites quotations in two-parts from the reputed firms for the "**PROCUREMENT OF ULTRA MICRO-BALANCE**" as per the specifications given in Annexure-I.

2) The technical and financial Bids should be submitted in two separate sealed covers, super scribing "**Part-I Technical Bid for "PROCUREMENT OF ULTRA MICRO-BALANCE" Tender No., due date and "Part-II Financial Bid for "SUPPLY OF ULTRA MICRO-BALANCE" Tender No., due date.**

3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**

4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.

5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along- with the quotation.

In the TECHNICAL BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail

address of Purchaser.

The Bidder should enclose copies of Purchase Orders only in the FINANCIAL BID.

6) Bid Security/EMD has been exempted for the tender. However, participating firms should submit Bidder declaration as per format attached with the tender.

7) Quotation should be **valid for a period of 90 days** from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) NDTL reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof up to maximum of 5%.

8) The **warranty period** and the kind of **post-warranty support** should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order /Contract.

9) Please **specify the Make/Brand** and Name of the Manufacturer with address, country of origin.

10) The Purchaser requires that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution:

"fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;

"collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of purchaser, designed to establish bid prices at artificial, noncompetitive levels; and

"coercive practice: means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; The Decision of Director, NDTL shall be final and binding.

11) Bidders that doesn't manufacture the goods it offers to supply shall submit Manufacturer's Authorization form on the letterhead of the Manufacturer duly signed and stamped by a person with the proper authority to sign documents that are binding on the Manufacturer as per the following format should be submitted failing which the quotation will not be considered.

In case the bidder not doing business within India, shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc., during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc., during the warranty and post- warranty period.

12) **The order acknowledgement** should be from the principals and if the Indian Agent is empowered to quote and to furnish order acknowledgement, a copy of agreement entered by you with the Indian Agent to be furnished.

13) **Compliance Statement:** Equipment point-by-point comparison/compliance statement with **technical specification** indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also **compliance statement for all commercial terms** of the tender document.

14) No GST or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.

15) **Technical Bid should contain** all details and specifications of the equipment offered, delivery schedule, warranty, payment terms, installation, commissioning, training, post- warranty, user-list, service support **WITHOUT PRICE** and **Financial bid should contain** details of the price(s) of the item(s) quoted in the technical bid. The Technical bid should not contain any references to the pricing.

In case the technical bid contains any direct or indirect reference to quoted price the bid is liable to be rejected.

The Prices shall be quoted in INR only.

16) A Committee constituted by the Scientific Director, NDTL for the purpose reserves the right to open the bids. Only technical bids will be opened on the date and time mentioned in the tender document. The financial bids of those tenderers whose technical bids are found to be meeting our specifications only will be opened in their presence at date and time to be notified later.

17) The firm to the full satisfaction of the NDTL should carry out the installation and commissioning at the NDTL premises and the time-frame for the whole process should be specified in the technical bid.

18) A technical Committee constituted by the Scientific Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

19) **No advance payment** will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of

weighing balance. However, advancement payment can be made in exceptional case in terms of GFR-2017. The payment will be authorized after submission of a Bank Guarantee for 3% of total value of the contract towards warranty including extended warranty/guarantee. The **performance Bank Guarantee @ 3% of the total value of contract** should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India) valid till 60 days after the warranty/extended warranty period.

20) Suppliers should clearly define the mechanisms of **post-warranty** maintenance or support. Supplier should undertake to support the product for a minimum period of 10 years. Post Warranty, AMC charges for a period of 5 years (annual basis) should also be quoted separately in the financial bid.

21) If the quoted item needs to be imported then the undertaking needs to be produced from the OEM stating that Post Warranty support for a minimum period of 10 years will be provided from the OEM to NDTL. If payment needs to be made and **spares will be supplied on the lowest rate quoted** than to any other customer with providing the sales price list to the NDTL periodically as and when increase/decrease in prices.

22) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with "**PROCUREMENT OF ULTRAMICRO-BALANCE**".

23) **The submission of tender** shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

24) Expenditure involved towards any extra materials required or labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.

25) **Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:

a) The tenderer has understood all requirements as described in our Tender document.

b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.

c) Agreeing to execute order to the satisfaction of NDTL or its authorized representatives within the stipulated time.

26) **Training charges** should be clearly indicated including the scope of training.

27) **Installation charges** should be clearly indicated.

28) Tender should clearly define the **infrastructure facilities required** for installation of the equipment.

29) NDTL will not be liable for any obligation until such time NDTL has communicated to

the successful bidder of its decision to release the Purchase Order.

30) NDTL will not be responsible for any technical issues in submission of tender. Therefore, tenderers are advised not to wait till last date of submission.

31) Bidders shall note that NDTL will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.

32) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

33) The Scientific Director, NDTL does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

34) Bids with payment terms in INR only accepted. Bids with Foreign Currency will be rejected as non-responsive.

35) All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in New Delhi only.

36) Force Majeure:

The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the NDTL, New Delhi either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the NDTL, New Delhi in writing of such conditions and the cause thereof. Unless otherwise directed by the NDTL, New Delhi in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

37. NDTL, New Delhi and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the NDTL, New Delhi or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be

finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the NDTL, New Delhi and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Scientific Director NDTL, New Delhi, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. The venue of the arbitration shall be the place from where the purchase order or contract is issued.

Scientific Director, NDTL

TECHNICAL SPECIFICATIONS FOR ULTRA WEIGHING BALANCE

<u>Parameter</u>	<u>Proposed specification</u>
Weighing Capacity (g)	6.1 g (max)
Readability (mg)/ Scale Material	0.0005 mg or better
Repeatability (5% Load), SD	0.0005 mg or better
Linearity (mg)	0.004 mg or better
Sensitivity Temperature Drift between +10 to +30 °C (ppm/k)	± 1 ppm/°C or better
Test load (g)	2 g
Eccentricity (at test load 2 g)	0.002 mg or better
Weighing Pan size Ø (mm)	26 – 30 mm (approx.)
Typical stabilization time (s)	≤8 Sec or better
Calibration	Fully automatic time and temperature calibration & adjustment function
Operation	Touch screen Or labeled keys for basic/special functions
<u>Parameter</u>	<u>Proposed specification</u>
Additional features	<ul style="list-style-type: none"> • Customized identification-Min 8 user logins with password protection • Second tare memory • memory of reports
Warranty	one year standard warranty from the date installation and commissioning.
CMC/ AMC/ Extended Warranty	5 years AMC shall be quoted after post expiry of std. warranty.
Service Support	Minimum 10 years post sale service support shall be offered. The problem must be resolved within 24 hrs of call logging.

<u>Parameter</u>	<u>Proposed specification</u>
Training	On-site demonstration to the users
Documents	<ul style="list-style-type: none"> • Operation manuals • GWP Certificate • Test/Calibration certificate • Original catalogue and supporting • Document must be closed to support the tender specification
Accessories	<ol style="list-style-type: none"> 1. Appropriate/ compatible printer shall be quoted for taking the log print 2. Any additional accessories should be quoted in option
Validation	IQ,PQ,OQ shall be performed by the vendor onsite at the time of installation
Infra- structure	All the necessary physical /environmental infrastructure required for installation of Ultra Micro Balance shall be inform to NDTL for prepare the site, well in advance
<u>Parameter</u>	<u>Proposed specification</u>
Draft Shield	Balance should be provided with Glass Draft Shield with Motorized drive
Status indicator Light	Balance should have Light indication for various status of balance like Ok, calibration over due, leveling error and other such warnings.
Display	Balance should have two displays. One should be Capacitive TFT touch screen. Another display should have buttons for basic operation such as zero, tare and to open weighing chamber
Temperature Control of Weighing Chamber	Balance weighing cell chamber should be equipped with temperature control mechanism to control temperature of weighing cell chamber by removing heat generated by electronics.
Hands free Operation	Sensors should be provided for hands free operation for auto door opening.
Antistatic Solutions	Balance should be capable of attaching antistatic kit to remove static charge on filter paper, flask or tare container

<u>Parameter</u>	<u>Proposed specification</u>
Cleaning	Balance pan parts should be easily removable for cleaning purpose
USB Data Storage	Balance should have USB port to connect USB storage device to export data.
User Management	Balance should allow to define user and users groups. User Management such as setting password, user rights, user groups rights should be allowed to configure.
Internal Adjustment	Time and Temperature based adjustment with internal weights.
Level Adjustment Guide	Balance should provide level warning in case of out of level and should not allow user to add result to protocol if balance is not leveled. Graphical level bubble should be provided for leveling.
Assured Weighing Quality	Balance should be configurable to set reminder for calibration and calibration of test weight. It should be possible to block the balance if balance is not calibrated.
<u>Parameter</u>	<u>Proposed specification</u>
Multiple Unit display	Weight value should be visible in two different units on balance display.

CHECK LIST

Documents to be submitted along with the bids
(TECHNICAL BID)

S No	Description	Yes/No	Page No
1	Covering/introduction letter from the Firm referring to NDTL's tender enquiry No and date towards participation in the tender (Exhibit I)		
2	BID SECURITY DECLARATION in lieu of DD/BG or exemption certificate towards EMD (Exhibit II)		
3	Acceptance of Terms & Conditions of Tender - in lieu of signing each and every page of the tender document as token of acceptance (Exhibit III)		
4	Price Reasonability Certificate(Exhibit IV)		
5	Bid form and Price schedule with commercial terms WITHOUT PRICE (Exhibit V) and compliance statement in r/o commercial terms (Exhibit VI)		
6	Manufacturer's Authorization letter(Exhibit VII)		
7	Previous experience details alongwith documents like PO/WO etc. (not more than 3 years old)(Exhibit VIII)		
8	Undertaking and declaration(Exhibit IX)		
9	Bidders Detail (Exhibit X)		
10	Form of details about the Tenderer (Exhibit XI)		
11	Details of Products Offered (Exhibit XII)		
12	Bank Guarantee form for PSB (Exhibit-XIII)		
13	Technical compliance statement with/without deviation(Exhibit XIV)		
14	Technical brochure of the Product offered or drawings ((Exhibit XV)		
15	Annual Maintenance Contract (Exhibit XVI) WITHOUT PRICE		

Documents to be submitted alongwith Commercial bids **(PRICE BID)**

S No	Description	Page No
1	Bid form (BoQ) and Price schedule for Ultra Micro Balance and AMC with commercial terms WITH PRICE	

Sample

Covering/introduction letter from the Firm referring to NDTL's tender enquiry No and date
towards participation in the tender

File No

Date:

To

The Scientific Director
National Dope Testing Laboratory (NDTL)
East Gate No.10, JN Stadium, Lodhi Road
NEW DELHI 110 003

Subject: Supply of Ultra Micro Balance

Reference: Your tender enquiry No.

Sir,

Having examined the tender document **for "PROCUREMENT OF ULTRA MICRO-BALANCE"**, we the undersigned hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender document.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

(Signature of the Bidder)

Name :

Designation :

Seal

(in the company letter head)

BID SECURITY DECLARATION

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder. *[Name of the bidder]*, either sole or in JV, shall not be withdrawn or modified during the period of validity i. e., not less than 90 (ninety) days from the bid due date.

I, on behalf of the bidder, *[Name of the bidder]*, also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the tender is awarded to us or we fail to submit a performance security before the deadline defined in clause 19 of the Tender Document, then *[Name of the bidder]* will be suspended for participation in the tendering process for the tenders of NDTL, New Delhi for a period of one year from the bid due date of this tender.

(Signature of the Bidder)

Name :

Designation :

Seal

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

To,

Date:

The Scientific Director
National Dope Testing Laboratory (NDTL)
East Gate No.10, JN Stadium, Lodhi Road
NEW DELHI 110 003

Subject: Acceptance of Terms & Conditions of Tender - in lieu of signing each and every page of the tender document as token of acceptance- regarding

Tender Reference No. _____ dated _____

Name of the Tender/Work: PROCUREMENT OF ULTRA MICRO BALANCE

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

_____ as per your advertisement, given in the mentioned website(s)/enquiry letter/E-TENDER.

2. I/we hereby certify that I/we have read the entire terms & conditions of the tender documents from Page No. _____ to _____ (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/Corrigendum(s) in its totally/entirely.

5. In case any provisos of this tender are found violated, then your Department/Organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Name & Signature of the Supplier/Contractor/
Authorized signatory with Official stamp/seal

(in the company letter head)

Exhibit-IV

PRICE REASONABILITY CERTIFICATE

It is certified that the rates quoted _____ are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. Copies of the supply orders received from other Govt/PSU's are enclosed alongwith the technical bid.

Signature of Tenderer_____

Name_____

Business Address_____

Seal of the Tenderer_____

(in the company letter head)**BID FORM AND PRICE SCHEDULE**

Tender Reference No. : ENQ. NO.:
Date :

Name of the Stores/
Goods/Equipment : **ULTRA MICRO BALANCE**

Sl. No.	Description	HSN/SN CODE	Qty.	Amount(Rs.)
1	ULTRA MICRO BALANCE			
	Model No.			
	Make:			
	Freight charges			
	Insurance			
	Installation charges			
	Taxable value			
	GST			
	GRAND TOTAL			

(Rupees _____ only)

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery:
5. Warranty, if applicable:
6. Any other relevant information:

Signature of Tenderer _____

Name _____

Seal of the Tenderer _____

Date:

Place:

(in the company letter head)

Exhibit-VI

COMPLIANCE STATEMENT IN R/O COMMERCIAL TERMS

Tender Reference No. : ENQ. NO.:
Date :

Name of the Stores/ : ULTRA MICRO BALANCE
Goods/Equipment

Sl. No.	Description	NDTL's Terms	Accepted / Not Accepted	Reasons
1	Payment Terms	100% payment within 30 days against receipt, installation, commissioning, training and acceptance of material in good condition by NEFT/RTGS subject to submission of BG for 10% of basic cost covering warranty period/ extended warranty period		
2	Bid Validity	90 days		
3	Delivery Schedule	within 3-4 weeks from the date of placing Purchase Order		
4	Place of delivery	NDTL, NEW DELHI		
5	Warranty	12 months onsite Standard warranty from the date of installation & commissioning of the weighing balance.		
6	Any other relevant information			

Signature of Tenderer _____

Name _____

Seal of the Tenderer _____

Date:

Place:

MANUFACTURERS' AUTHORIZATION FORM

No. _____ dated _____

To :

The Administrative Officer
National Dope Testing Laboratory (NDTL)
East Gate No 10, J N Stadium Complex
NEW DELHI 110 003

Tender Reference No :

Item No. :

Name of Stores/Goods/ Equipment:

Dear Sir,

We _____ who are established and reputed manufacturers of _____ having factories at _____ (*address of factory*) do hereby authorize M/s. _____ (*Name and address of Agent*) to submit a bid, and sign the contract with you in terms of the Tender Document.

We hereby extend our full guarantee and warranty as per terms & conditions of the Tender Document for the goods and services offered by the above firm against this tender.

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 manufacturers. It should be included by the Bidder in its bid.

(in the company letter head)

**PREVIOUS EXPERIENCE DETAILS
(LAST 3 YEARS)
{01.01.2018 to 31.12.2020}**

S. No.	Name of System	Name, address, e-mail and mobile no.	Purchase Order No. & Dt.	Delivery due date as per PO	Actual date of delivery	Date of installation and commissioning
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signature of Tenderer _____

Name_____

Seal of the tenderer_____

Date:

Place:

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

UNDERTAKING/DECLARATION

I/We having our office at _____ declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. I/We, _____ hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

3. I/We _____ hereby accept to provide Warranty/Guarantee, extended Warranty, and Comprehensive AMC/Annual Service Contract as per tender document/requirement of NDTL.

4. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/ Organization in the last six months. No Other charges would be payable by the Institute.

5. I/We _____ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Name & Signature of the Supplier/Contractor/
Authorized signatory with Official stamp/seal

(in the company letter head)

BIDDER'S DETAILS

1	Name of the supplied/party/firm	
2	Name of the authorized representative	
3	Communication address	
4	Telephone Nos	
5	Mobile Nos	
6	Fax and e-mail address	
7	Web address	
8	Bank details for payment through NEFT/RTGS	
9	Name of Bank	
	Branch	
	Account No	
	IFSC No	
	MICR No	
	Cancelled cheque for verification of above details	

(Signature & seal of the bidder)

FORM FOR DETAILS ABOUT THE TENDERER
(To be submitted with the TECHNICAL BID)

1. Tender Reference No : _____
2. Item No. : _____
3. Name of the Stores/Goods/Equipment : _____
4. Name of the Indian/Foreign Manufacturers : _____
or their authorized distributors, dealers or Indian Agent
5. Registered Office Address : _____
6. Address for Correspondence : _____
7. Please state whether party is Company/Firm/Agency:
Authorized Stockiest/Dealer/Indian Agent
(In case of an Indian agent of a Foreign Supplier, please attach
Copies of agency agreement and DGSD registration)
8. Total value of Annual Turn-Over/ Sales for the last 3 Years : _____
9. GST Registration No and Date..... and Validity upto _____
10. Income Tax (PAN) No. : _____
G.I.R No./Circle / Ward _____
12. Financial Soundness : _____
(Please enclose copies of certified financial
statements for the last three years.)
13. Technical Competence & Work Experience in India : _____
14. Organizational Capability : _____
No. of qualified engineers: _____

Name of the key personnel & qualifications:

15. Whether any relative of Tenderer is working in NDTL. If so, give his name, designation and place of posting :
16. Details of EMD: Demand Draft/Pay Order No..... Dt.....
Amount Rs.....of.....(Name of Bank and Branch) Payable at (Name of City)
Bank Guarantee No..... Dt.....
FDR No.....Dt.....
19. Whether the extra terms quoted and the prices : Yes / No are open to negotiations.

"I/We have fully understood the foregoing general terms & conditions of Tender as well as the Special terms & conditions of Tender given in the Tender Document and having accepted the same in to-to and I /We have made my / our offer keeping in view those terms and conditions. I/We fully agree that once I / We have endorsed in whatsoever and whichever way my/our signatures herein below all conditions whatsoever way mentioned by me / us which may not be acceptable to you / your principals shall be deemed to be withdrawn by me / us and am / are fully aware that no grievances whatsoever shall be entertained by you if our tender / quotation is not accepted / finalized"

Place		Name. Designation and
Date	Office Seal / Stamp	Signature of the Authorized
Signatory		

(In the letter head of the firm)

DETAILS ABOUT THE PRODUCT OFFERED

The following are the particulars about the Product offered: **ULTRA WEIGHING BALANCE**

S No	Description	Product details	
1	Model/Make/Part No		
2	Year of launch of the model/Make		
3	Year of manufacturer of the model/make now offered to NDTL		
4	No of Ultra Weighing Balance of the model now offered to NDTL were sold during last 3 years upto 31.12.2020 Globally/ India/NEW DELHI	Globally	
		India	
		NEW DELHI	
5	Feedback (if any) from the end user of the Product on model supplied		
6	Any other information supplier would like to offer about the Product offered		

Signature of Tenderer_____

Date:

Name_____

Place:

Business Address_____

Seal of the Tenderer_____

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY DEPOSIT

To

The Scientific Director
National Dope Testing Laboratory (NDTL)
East Gate No.10, JN Stadium, Lodhi Road
NEW DELHI 110 003

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 20 (twenty) months from the date of Notification of Award i.e up to ----- (indicate date)

.....
(Signature with date of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

Exhibit-XIV

TECHNICAL COMPLIANCE STATEMENT FOR PROCUREMENT OF ULTRA MICRO BALANCE

Sr. No	Description	Technical Specification of NDTL	Specifications of quoted Model by the Supplier	Compliance whether "YES" OR "NO"	Deviation, if any, to be indicated in unambiguous terms	Remarks
1	Weighing Capacity (g)	6.1 g (max)				
2	Readability (mg)/ Scale Material	0.0005 mg or better				
3	Repeatability (5% Load), SD	0.0005 mg or better				
4	Linearity (mg)	0.004 mg or better				
5	Sensitivity Temperature Drift between +10 to +30 °C (ppm/k)	± 1 ppm/°C or better				
6	Test load (g)	2 g				
7	Eccentricity (at test load 2 g)	0.002 mg or better				
8	Weighing Pan size Ø (mm)	26 – 30 mm (approx.)				
9	Typical stabilization time (s)	≤8 Sec or better				
10	Calibration	Fully automatic time and Temperature calibration & adjustment function				
11	Operation	Touch screen Or labeled keys for basic/special functions				
12	Additional features	Customized identification-Min				

		8 user logins with password protection <ul style="list-style-type: none"> • Second tare memory • memory of reports 				
13	Warranty	With at least one year standard warranty.				
14	AMC/ Extended	5 years AMC shall be quoted after post expiry of std. warranty in the prescribed format. Extended Warranty for 2 years as (Optional) item				
15	Service Support	Minimum 10 years post sale service support shall be offered. The problem must be resolved within 24 hrs of call logging.				
16	Training	On-site demonstration to the users				
17	Documents	<ul style="list-style-type: none"> • Operation manuals • GWP Certificate • Test/Calibration certificate • Original catalogue and supporting • Document must be closed to support the tender specification 				
18	Accessories	1. Appropriate/ compatible printer shall be quoted for taking the log print 2. Any additional accessories should be quoted in option				
19	Validation	IQ,PQ,OQ shall be performed by the vendor onsite at the time of installation				

20	Infra- structure	All the necessary physical /environmental infrastructure required for installation of Ultra Micro Balance shall be inform to NDTL for prepare the site, well in advance				
21	Draft Shield	Balance should be provided with Glass Draft Shield with Motorized drive				
22	Status indicator Light	Balance should have Light indication for various status of balance like Ok, calibration over due, leveling error and other such warnings.				
23	Display	Balance should have two displays. One should be Capacitive TFT touch screen. Another display should have buttons for basic operation such as zero, tare and to open weighing chamber				
24	Temperature Control of Weighing Chamber	Balance weighing cell chamber should be equipped with temperature control mechanism to control temperature of weighing cell chamber by removing heat generated by electronics.				
25	Hands free Operation	Sensors should be provided for hands free operation for auto door opening.				
26	Antistatic Solutions	Balance should be capable of attaching antistatic kit to remove static charge on filter paper, flask or tare container				
27	Cleaning	Balance pan parts should be easily removable for cleaning purpose				

28	USB Data Storage	Balance should have USB port to connect USB storage device to export data.				
29	User Management	Balance should allow to define user and users groups. User Management such as setting password, user rights, user groups rights should be allowed to configure.				
30	Internal Adjustment	Time and Temperature based adjustment with internal weights				
31	Level Adjustment Guide	Balance should provide level warning in case of out of level and should not allow user to add result to protocol if balance is not leveled. Graphical level bubble should be provided for leveling				
32	Assured Weighing Quality	Balance should be configurable to set reminder for calibration and calibration of test weight. It should be possible to block the balance if balance is not calibrated.				
33	Multiple Unit display	Weight value should be visible in two different units on balance display.				

Signature of Tenderer _____

Name _____

Business Address _____

Seal of the tenderer _____

Place:

Date:

Technical brochure of the Product offered or drawings

(in the company letter head)
PRICE SCHEDULE FOR NON COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT AFTER WARRANTY PERIOD
FOR "ULTRA WEIGHING BALANCE"

{No. of Visits: (a) Preventive Maintenance : 2 & (b) Breakdown Maintenance : AS AND WHEN REQUIRED

1 Name of the equipment	2 Quantity	3 Annual Maintenance Contract Cost for Each Unit year wise*					4 Total Annual Maintenance Contract Cost for 3 (or as specified) Years (3a+3b+3c+3d+3e))	5 indicate % of GST
		1 st	2 nd	3 rd	4 th	5 th		
		a	b	c	D	e		
Ultra Weighing Balance Model: Make:	1							

*** After completion of Standard Warranty period of 1 year (12 months). Non comprehensive AMC from 2nd year onwards without GST should be quoted per year under column 3 (a to e)**

NOTE:-

- In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail.
- The cost of Annual Maintenance Contract (AMC) which includes preventive maintenance including testing & calibration as per technical/ service /operational manual and labour, after satisfactory completion of 1 year (12 months) Standard Warranty. AMC should include calibration charges.
- The cost of AMC may be quoted without GST applicable on the date of Tender Opening. GST as prevailing on the date of submission of tender may be quoted. In the absence of any such stipulation the price will be taken inclusive of such taxes and no claim for the same will be entertained later.
- Cost of AMC will be added for price evaluation purpose without taking into consideration GST component.
- The uptime warranty will be 98 % on 24 (hrs) x 7 (days) x 365 (days) basis or as stated in Technical Specification of the TE document.
- The supplier shall keep sufficient stock of spares required during Annual Maintenance Contract period

Date:
Place:

Signature of Tenderer _____
 Name _____
 Business Address _____
 Seal of the Tenderer _____