

TENDER DOCUMENT
FOR
SUPPLY OF WATER ABSORPTION TEST EQUIPMENT

BUREAU OF INDIAN STANDARDS,
WESTERN REGIONAL OFFICE LABORATORY
MANAKALAYA, E-9, MIDC,
ROAD NO.8, ANDHERI (E),
MUMBAI – 400 093.

TEL : 022-28329295/28325838
FAX: 022-28262057

BUREAU OF INDIAN STANDARDS

(Western Regional Office Laboratory, Mumbai - 93)

MANAKALAYA,
E-9, MIDC, ANDHERI (E),
Mumbai - 400 093.
TEL: 022-28329295/28325838
FAX: 022-28262057
wrol@bis.org.in

Our Ref: WROL/3:46

Dated: 07.11. 2013

TENDER NOTICE FOR SUPPLY OF WATER ABSORPTION TEST EQUIPMENT

BUREAU OF INDIAN STANDARDS, WESTERN REGIONAL OFFICE LABORATORY (WROL), MUMBAI, invites sealed tenders under two-bid system from reputed and experienced Manufacturers / Suppliers for SUPPLY OF **WATER ABSORPTION TEST EQUIPMENT**. The bids should reach BIS, WROL, Mumbai, latest by 9th December 2013 up to 1230 hrs at the above address. The technical bids shall be opened on the same day i.e. 9th December 2013 at 1430 hrs in the Conference Hall of Bureau of Indian Standards, Mumbai in the presence of tenderers or their duly authorized representatives, who may like to attend. After technical evaluation of bids, the financial bids shall be opened of only those bidders who qualify in technical evaluation. The intimation of opening of financial bids will be given over phone/ email to technically qualified bidders. Bidders are advised to write their current phone number/ email in the technical bids.

The detailed technical specification of the above mentioned equipment is given in Annexure-I. Terms and conditions of supply are given in Annexure -II. The same can also be downloaded from BIS website www.bis.org.in & www.eprocure.gov.in. The bid security i.e. Earnest Money Deposit (EMD) of Rs. 7, 000.00 should be paid (ref Para 5 of Terms & Conditions), in absence of which, the bids shall be summarily rejected.

The bid shall remain valid for 120 days from the date of opening of Financial Bid. Any clarification or corrigendum(s) shall be communicated through tender section on the BIS Website www.bis.org.in.

Enclosures: Annexure I & II

Thanking you,

Yours faithfully,

Dr (Mrs) Vijay Malik
Sc F & Head (WROL)
Tel No.022-28327856

APPLICATION LETTER (Specimen)

Date : dd/mm/yyyy

To
 Scientist 'F' and Head,
 Western Regional Office Laboratory,
 Bureau of Indian Standards,
 MANAKALAYA, E-9, MIDC,
 Andheri (E), Mumbai -93.

Subject: Tender for Supply of Water Absorption Test Equipment

Dear Madam/Sir,

In response to your tender notice Ref No. WROL/3:46 dated 7.11.2013 for the above mentioned supply, I / We (Name of the Company) a Company / Partnership / Sole Proprietor submit the tender with following particulars:

Sr. No.	Description	Particulars
1.	Name of the firm (State whether Sole Proprietor / Partnership firm/Limited company/Any other)	
2.	Registered Postal Address	
3.	State whether Manufacturer / supplier	
4.	Name of the Director Tel. No./Mobile No./E-mail	
5.	TIN / PAN No. of the firm / Director	
6.	Contact details : a. Name of the Person b. Telephone No. c. Mobile No. d. Fax No. e. Email	
7.	Bank Details : a. Name & Address of Bank b. Account Name b. Account No. c. IFSC Code	

Having gone through the Technical specification and Terms & conditions of the Tender document, I/We _____ the undersigned hereby offer for **Supply of WATER ABSORPTION TEST EQUIPMENT** as specified in the Tender Document and **strictly** in accordance with the Terms & Conditions as indicated in the said documents.

BIS, WROL, reserves the right to reject any or all the bids or accept them in part or to reject the lowest quotation without assigning any reason whatsoever.

I/We, agree the payment terms & conditions of the BIS.

I/We certify that before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We further pay and have enclosed Earnest Money amounting to Rs. _____ in the form of _____ in favour of BUREAU OF INDIAN STANDARDS, payable at Mumbai, along with the Technical Bid which will remain with BIS, WROL, up to final award of contract. No interest shall be payable on this Earnest Money.

Thanking you,

Yours faithfully,

Signature : _____

Name : _____

Seal of the firm: _____

Signed as Proprietor/Partner/Director

ANNEXURE-1
BUREAU OF INDIAN STANDARDS
(WROL, MUMBAI)
EQUIPMENT SPECIFICATION

EQUIPMENT/SPECIFICATION CODE	WROL/E/CA/12
NAME OF THE EQUIPMENT	WATER ABSORPTION TEST
PROPOSED FOR BIS LABORATORY	WROL - ELECTRICAL
TOTAL QUANTITY REQUIRED	ONE SET

1. **Purpose:** To carry out water absorption Test as per Cl.15.1 of IS 7098(Part 1)-1988 & Cl.10.1 of IS 14255: 1995. (Test method as per IS:10810 (Part 33)-1984)

2. Technical Requirements :

Vacuum oven with following arrangements:

- i) Power Supply: 230 V AC, Single Phase, 50 Hz supply.
- ii) A double walled cylindrical cabinet with inside chamber of Stainless Steel and outside of Mild steel duly powder coated.
- iii) Inner dimensions of the chamber- 25 cm dia x 30 cm depth or 30 cm dia x 30 cm depth. The door shall be fitted with a glass window to observe the specimen under test.
- iv) Temperature range of oven shall be 50°C to 150 ± 2°C. Controlled by Digital Temperature Indicating PID Controller.
- v) Vacuum oven shall be designed to give close to 1 mbar residual pressure.
- vi) One tray shall be provided to place test specimen inside the cabinet during the test.
- vii) Digital vacuum gauge readable in mbar scale for vacuum measurement shall be provided.
- viii) A toggle switch for switching the vacuum pump onto timer shall be provided on the control panel so as to put the pump either on timer or direct.
- ix) Relevant Indicators i.e. Power ON, Heater ON etc. shall be provided.

Note: In case of any deviation with specification, justify the same and explain the suitability of your equipment to our application.

	PREPARED BY	CHECKED BY	APPROVED BY
Signature			
Name	Prakash Nagarkar	Seema Sinha	Dr. Vijay Malik
Designation	Lab officer-B	Sc'D', & OIC (Electrical)	Sc 'F' & Head
Date	18 th Oct 2013	18 th Oct 2013	

ANNEXURE-II

BUREAU OF INDIAN STANDARDS
(WESTERN REGIONAL OFFICE LABORATORY)
MUMBAI – 400 093

TERM & CONDITIONS:

1. The Bidders are requested to give detailed tender in the forms of two bids. i.e.
Part - A : Technical Bid.
Part - B : Financial Bid.
2. The Technical & Financial Bids should be sealed and sent separately in sealed envelopes & duly super-scribed (giving details as Technical Bid/ financial bid, Tender Ref No. & date, subject (Supply of Equipment name) and Date of Opening on the top of the envelope).
3. Tenders complete in all respects should be submitted separately for Technical as well as Financial bids as follows:
 - a) One sealed envelope super scribed "Technical Bid" shall contain only the Technical Specifications of the indented equipment as per details below in Para 4 of this tender (Terms & Conditions).
 - b) Second sealed envelope super-scribed "Financial Bid" shall contain only the financial bid as per details below in Para 7 of this tender (Terms & Conditions).
 - c) Earnest Money deposit of Rs. 7,000.00 (See Para 5) be placed inside a separate sealed envelope clearly marked "EMD" on the right hand side corner of the envelope and stapled along with the sealed envelope containing the Technical Bid.
 - d) Both the above mentioned sealed envelopes are to be kept in a main envelope duly sealed super scribed as "Tender no. WROL/3:46 for the supply of **"Water Absorption Test Equipment"** due on 9th Dec 2013".
4. The Technical Bid (Part A) should accompany complete specification of the equipment meeting the requirements as specified in ANNEXURE – I, and following details:
 - a) Manufacturer's Name & Address
 - b) Expected life span of equipment and accessories.
 - c) List of pre-installation facilities and consumables required for installation and commissioning of equipment to be arranged by the Bureau.
 - d) List of the Users in India especially Govt labs/Institutions or any other reputed Indian Organizations with complete postal /email Address/Contact No. to whom the similar or identical equipments have been supplied, if any, in the last three years.

- e) Near locations in India from where after sales services shall be provided along with name of the Servicing Agent.
 - f) Optional and any other essential items/accessories required for the maintenance of the equipments for the next five years.
 - g) Technical Literature of the equipments along with necessary photograph / drawings, circuit diagrams, Services/maintenance manual & operating manual of the equipment, if any.
 - h) Compliance statement vis-à-vis specification clauses including statement of deviation shall be submitted in the format attached (See Appendix-I).
 - i) **Delivery Period:** The delivery of the equipment is required to be made within 90 days of the date of order. If it is not possible to affect delivery within the period mentioned, the supplier would be required to specify the date by which delivery of the goods can be guaranteed. In normal circumstances, delivery period mentioned in the Purchase Order should be strictly adhered to otherwise EMD shall stand forfeited, after maximum 10 days of the last due date of delivery agreed.
 - j) **Place of Delivery :** Sc F & Head (WROL)
Bureau of Indian Standards,
Western Regional Office Laboratory,
E-09, MIDC, Road No.8,
Andheri (E),
Mumbai- 400 093.
 - k) BIS will not provide any accommodation / transportation for the Engineers / Representatives for attending Installation, Commissioning and Demonstration work. It is the absolute responsibility of the Principal Supplier to make their own arrangements.
 - l) **WARRANTY:** The equipment is to be guaranteed for trouble free performance for a minimum period of three years after installation and commissioning. The defects, if any, during the warranty period are to be rectified free of charge by arranging free replacement wherever necessary. The last six month of the warranty period shall be free of complaints, failing which the warranty period will get extended by another six months, which again shall be trouble free.
 - m) **VALIDITY of Tender:** The rates quoted shall be valid for a period of 120 days from the date of opening of the Financial BID.
5. The bidder shall pay Bid Security (EMD) of Rs. 7, 000.00 in a separate envelope stapled along with the sealed envelope containing the Technical Bid in the form of a Demand Draft, Bankers cheque or Bank Guarantee (valid for at least 120 days) from a Nationalized Bank drawn in favour of BUREAU OF INDIAN STANDARDS, payable at Mumbai. The EMD of the successful bidder will be returned only after installation commissioning satisfactory demonstration and acceptance of the equipment by official designated/ HOD as per the terms of our purchase order. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The EMD of the successful bidder may also be adjusted, if so desired by the bidder, against a part of performance security, provided it is valid till 60 days after the warranty period. The EMD (without interest) of the unsuccessful bidders will be returned within one month from the date of opening of the tender.

6. The Bidder is required to furnish the Permanent Account Number (PAN) / TIN of the firm allotted by the Income Tax Department.
7. Cost of the items should be mentioned clearly in the Financial Bid (Part-B) only. The following details need to be included:
 - a) Price break-up of main equipments, components and accessories and consumables to be supplied by the party.
 - b) The rates quoted should separately indicate Basic cost, Excise Duty, Sales Tax, P & F Charges, Freight, Insurance, VAT etc. Rates quoted should specifically state Sales Tax, Excise Duty or any other taxes/charges. In absence of any such stipulation, it will be presumed that the prices include all such charges and **no claim for the same shall be entertained**. Form C / D shall not be provided by BIS. In case of foreign supplier BIS shall pay custom duty.
 - c) The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
 - d) The Annual Maintenance Contract charges for three years following the expiry of warranty period.
 - e) In case your quote is F. O. R. /F. O. B. basis, estimated insurance coverage charges may be indicated.
 - f) If there are any extra charges for installation, commissioning and training, the same may also be indicated in the financial bid.
 - g) Rebate on the quoted price, if additional equipments is procured for any other BIS Lab.
8. All goods shall be inspected by BIS preferably in the presence of supplier or his authorized representative, when the packages are opened in Labs on delivery and prior to installation. The decision of BIS shall be binding. Rejected items / goods / stores shall be removed by the supplier at his own cost and risk, within 30 days of receipt of notice for the removal of such goods, and no liability, whatsoever, on the Bureau shall be attached for the rejected / disapproved goods / items / stores.
9. Payment Terms & conditions: BIS shall pay **90% of the payment** against delivery, satisfactory installation & Commissioning, testing (trial period of one month) & training at site and on acceptance as per Purchase order and balance of **10% payment as contract performance security** shall be made after the receipt of Performance Bank Guarantee from a Nationalized Bank, for 10% of the total order value, to be valid till 60 days after the warranty period (As per the format attached – Appendix-II). In case of foreign suppliers 100% payment shall be made

by an irrevocable letter of credit established in favour of the supplier through the Canara Bank, Mumbai MIDC, Andheri (E) Branch, Mumbai- 400093 for the order provided an unconditional Performance bank guarantee valid till 60 days after the warranty period from a Nationalized Bank for the 10% of the order value within 15 days of placement of order is given to us. The agency commission to the Indian clearing agent will not be paid by the Bureau. The firm has to arrange for it. BIS shall provide Custom Duty Exemption Certificate at the time of Custom Clearance as well as any applicable Custom Duty.

10. The Bidder who submits the tender on behalf of their principal should produce documentary evidence in support of their authority to quote or submit proforma invoice of their principals.
11. In case of foreign quotation, the address of Principal /Manufacturer and their Banker's details should be furnished. The supplier is required to have an import licence for the equipment quoted where applicable as per GOI guidelines.
12. All goods shall be inspected by BIS preferably in the presence of supplier or his authorized representative, when the packages are opened in labs on delivery and prior to installation. The decision of BIS shall be binding. Rejected items / goods / stores shall be removed by the supplier at his own cost and risk, within 30 days of receipt of notice for the removal of such goods, and no liability, whatsoever, on the Bureau shall be attached for the rejected/disapproved goods/items/stores.
13. Installation: Bidder shall be responsible for installation / commissioning / demonstration wherever applicable and for after sales service during the warranty and thereafter. If the supplier fails to supply, install and commission the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay penalty of 1% of the value of purchase Order awarded per every seven days delay, subject to a maximum of 10% of the total value of the order and such money will be deducted from any money due or which may become due to the supplier.
14. The Bureau reserves the right to accept any tender in full or in part or to reject any or all tenders in whole or part without assigning any reason whatsoever.
15. In case of any dispute arising out of this agreement then DG BIS shall nominate any officer of the BIS a sole arbitrator to adjudicate upon the issue involved in the disputes and the provisions of the Arbitration Act shall be applicable.
16. All questions, disputes or differences arising under, out of or in connection with this Bid document shall be subject to the exclusive jurisdiction of Mumbai Courts.
17. The date and Time of opening for Part B (Financial Bid) will be intimated only to pre-qualified and technically acceptable tenderers at a later date.
18. Quotations/Bids, qualified by indefinite expressions as "Subject to immediate acceptance, Subject to prior sale" etc. and incomplete quotations are liable to be summarily rejected.

19. Tenders not accompanied by Demand Draft / Bank Guarantee towards "Earnest Money Deposit" will be summarily rejected.
20. Tenders, which are submitted without following the Two-Bid Offer System, will be summarily rejected.
21. Unsigned Tenders will also be rejected.
22. Conditional Offers will not be considered.
23. The tenders must be clearly written or typed without any cancellations / corrections or overwriting.
24. Offers of firms which have already supplied similar equipment to BIS and have not completed required installation / commissioning / after sales services / warranty replacements etc. will not be considered for further evaluation and no enquiries thereafter will be entertained.
25. Goods should not be dispatched until the firm order is placed.
26. Please indicate page nos. on quotation document; e.g. if document consists of 25 pages, page numbers shall be indicated as Page 1 of 25 , Page 2 of 25 ---- Page 25 of 25.
27. BIS will not be responsible:
 - a) For delayed / late quotations submitted / sent by post / Courier etc
 - b) For Submission / delivery of quotations at wrong places other than the Office of Sc F & Head, Western Regional Office Laboratory, Bureau of Indian Standards, Mumbai – 93.

Dr (Mrs) Vijay Malik
Sc F & Head (WROL)
Tel No.022-28327856

Appendix-I**COMPLIANCE / DEVIATION STATEMENT FORM**

The following are the particular of deviation from the requirements of the tender document and Technical Specifications:

BIS WROL Tech. Spec. Clause / Tender Doc. Para	Compliance statement (Yes/No)	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Signature : _____

Name : _____

Seal of the firm: _____

Signed as Proprietor/Partner/Director

PLACE:

DATE:

Note: Where there is no deviation, the statement should be returned duly signed an Endorsement indicating "No Deviations."

Appendix-II

PERFORMANCE SECURITY FORM

To

Scientist 'F' and Head ,
Western Regional Office Laboratory,
Bureau of Indian Standards,
MANAKALAYA, E-9, MIDC,
Andheri(E), Mumbai -93

WHEREAS -----(Name of supplier)
Hereinafter called "the Supplier" has undertaken, in pursuance of Contract No. ----- dated -----
----- to supply ----- (Description of Goods and
services) hereinafter 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 Nationalized Bank for the sum specified therein as security for
compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:
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 limit of -----(Amount of Guarantee) as
aforesaid, without your needing to prove or to show grounds or reasons for your demands or the sum
specified therein.

This guarantee is valid until the ----- day of -----20 --.

Signature and Seal of Guarantors

Date-----2013

Address-----