

## **GENERAL TERMS AND CONDITION FOR SUBMISSION OF BIDS**

**Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.**

### **PREPARATION AND SUBMISSION OF THE BID DOCUMENT:**

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications stated in the Bid Documents. Failure to furnish all information required in the Bid Document or submission of a Bid not substantially responding to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

### **TECHNICAL BID: should contain the following**

- a. Technical Bid Form. (Annexure-A)
- b. Authorization Certificate or Customer Performance Certificate.
- c. Details of other organization for similar product/order
- d. Complete Tender document (except price bid) duly signed and stamped on each page as a token of acceptance

Note: All the Annexures should be filled properly and neatly.

### **1. FINANCIAL / PRICE BID:**

In this bid, the bidder is required to quote the rates/prices for the mentioned technical specifications. The rates/price should be inclusive of all material cost, labour, services, charges for the plant/machinery/tools & tackles required for work, freight, Insurance, Govt. duties, excluding GST. If the tax rates are not shown separately, it will be deemed to be included in the quoted price and dealt with accordingly.

Quoted rates will be deemed to cover all the items & works which may be required for completeness and functioning of total system, even though they may not have been explicitly mentioned in the scope and schedule of works.

No charges towards price escalation, site difficulties shall be payable extra or separately. It is mandatory on bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure to adhere to this condition will lead to rejection of tender.

**Sealed quotation must be in Foreign Currency/INR. It must include:**

- 1 Net Price after discount
- 2 Grand Total.
3. Delivery Time
4. Validity Of the quotation
- 5 Incoterms shall be FOR, ICGEB or CIP, The Custom clearance shall be managed by ICGEB.

## **Warranty/Guarantee Period**

**FIVE YEARS WARRANTY** shall be applicable to the supplier items (as applicable)

If any of the items found defective in the supplied lot during the contract period the vendor will replace the same with the corrected one free of cost.

- 2. PERIOD OF VALIDITY.** Bids shall remain valid for **90 days** after last date for bid submission prescribed by ICGEB which may be extended with mutually agreed terms. A bid valid for a shorter period may be rejected by ICGEB as non-responsive.

**Payment Terms:-** ICGEB Payment terms are 100% after delivery and satisfactory installation within 30 days. ICGEB is exempt from custom duty. **NO ADVANCE PAYMENT TERMS CONSIDERED.**

- 3. Tender Rejection:** ICGEB Director reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, ICGEB reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

## **4. FORMAT AND PREPARATION OF THE BID:**

The Bidder shall prepare the **Technical Bid** and **Financial Bid** and place them in two separate sealed covers, clearly marking each as "Technical Bid" and "Financial Bid". Name of firm / proprietor, NIT no, address & contact no. should be mentioned clearly on both the envelopes. These should further be placed in a large size envelope with the same information on it. Both Technical & Financial Bids, along with documents required to be submitted, shall be signed by the Bidder and a person duly authorized by the Bidder to, on each page. Written power of attorney accompanying the Bid shall indicate necessary authorization. Any correction in the Bid shall be initiated by the person signing the Bid.

If the cover containing the Bid documents is not sealed and marked as instructed above, no responsibility will be assumed for any misplacement of the Bid or beforetime opening of the envelope.

## **5. IMPORTANT NOTE:**

1. Bid received through email/ non-sealed envelope and/or after the scheduled date and time will not be accepted.
2. ICGEB reserves the right to accept any or reject all the tenders without assigning any reason thereof.

3. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.
4. ICGEB reserves the right to visit the sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

**6. BID EVALUATION:**

The Bidder must have supplied the information required in the tender document. A Bidder not fulfilling any criteria stipulated, his bid will be considered non responsive and may be rejected.

The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.

The Bids which have been established as responsive in all respects will be compared for its price competitiveness. On the basis of technical and financial evaluation, substantially responsive and most advantageous bid will be considered for the award of order/contract. The bidder is expected to examine all instructions, terms and conditions in the order/contract. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.

THE BIDDER SHALL BEAR ALL THE COSTS associated with the preparation and submission of its bid, and ICGEB in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

7. PROFESSIONAL EXCELLENCE AND ETHICS: ICGEB requires that all Bidders participating in this Tender adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
8. FAILURE OF THE SUCCESSFUL BIDDER to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event ICGEB may make the award to the next lowest evaluated bidder or call for new bids.
9. THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID not necessarily the lowest, reject any bid without assigning any reasons for entering into the Rate Contract.

- 10. CONDITIONAL BIDS:** If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to be summarily rejected.
- 11.** The Director, ICGEB reserves the right to cancel any or all the tenders without assigning any reason.
- 12.** Tender once submitted will remain with ICGEB and will never be returned to the bidders.
- 13. TENDERER TO SIGN ALL PAGES:**  
The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.
- 14. ERASURES AND ALTERATIONS:**  
Tender containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender documents.
- 15. AMENDMENT IN TENDER DOCUMENTS:** ICGEB reserves the right to revise or amend the Tender Document up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever
- 16.** The contractor shall be fully responsible for the safety and security of their staff. No compensation shall be payable by ICGEB in case of any accident/death of any of them while operating/servicing/installation/commissioning the plants and equipment.

**Address for sending sealed quotation:**

Procurement Manager  
International Centre for Genetic Engineering and Bio Technology  
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You can contact Mr. [Varun Gugnani](#) on Mobile Number [9810893435](#) for any query.