TENDER NOTICE

No. LAB-KOC/PUR(KITS)/1/2017 Date: 11-10-2017

Competitive tenders are invited from reputed manufacturers / dealers for entering into contract with the Marine Products Export Development Authority (MPEDA), Kochi for supply of ELISA test kits for screening of Shrimp/fish samples to identify the presence of Chloramphenicol & Nitrofuran Metabolites (AOZ,AHD,AMOZ & SEM), to it's various ELISA Screening Laboratories located at Nagapattinam (Tamilnadu), Nellore, Ongole, Bhimavaram, Amalapuram, Kakinada, Machilipatnam (Andhra Pradesh), Bhubaneswar, Balasore (Odisha), Sonarpur (West Bengal) and Valsad (Gujarat).

The details of requirements and terms & conditions are available in the MPEDA Website: http://mpeda.gov.in. The Tenderer should submit the tender in hard copy by entering price in the line, item wise in the Excel sheet provided in the website. The Tender in hard copy, tender fee of Rs.1000/- and EMD of Rs.50,000/- by Demand Draft drawn in favour of the Secretary, MPEDA, Kochi along with copy of the tender in CD/DVD in both Excel & PDF format shall be forwarded to the Joint Director (Q.C.) MPEDA, MPEDA House, Panampilly Nagar, Kochi – 682 036 on or before 31st October, 2017, 1.30 PM in single cover super scribed "Tender for the supply of ELISA Test Kits 2017-19". Tender in CD form shall only be considered as the final document. Tender will be opened on 31st October 2017 at 3.30 PM.

Sd/-
Secretary
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
MPEDA House, P.B.No.4272, Panampilly Avenue, Kochi – 682 036
Phone: +91 484 2311979, 2311033, Fax +91 484 2313361

TENDER DOCUMENT FOR SUPPLY OF ELISA TEST KITS

<table>
<thead>
<tr>
<th>Scope of the Tender</th>
<th>Supply of ELISA Test Kits for screening of Shrimp/fish samples - for the detection of Chloramphenicol &amp; Nitrofuran metabolites (AMOZ, AOZ, SEM &amp; AHD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender fee</td>
<td>Rs.1,000/- by Demand Draft / Banker’s cheque/Multi city Cheque payable at par in favour of the Secretary, MPEDA, Cochin</td>
</tr>
<tr>
<td>Earnest Money Deposit</td>
<td>Rs.50,000/- by Demand Draft / Banker’s cheque / Multi city cheque payable at par in favour of the Secretary, MPEDA, Kochi.</td>
</tr>
<tr>
<td>Last Date for receipt of Bids</td>
<td>31-10-2017, 1.30 PM</td>
</tr>
<tr>
<td>Date of opening of Bid</td>
<td>31-10-2017 at 3.30 PM</td>
</tr>
<tr>
<td>Place of opening</td>
<td>The Marine Products Export Development Authority MPEDA House, Panampilly Avenue, Cochin – 682 036, Kerala</td>
</tr>
</tbody>
</table>

INTRODUCTION:

The Marine Products Export Development Authority (MPEDA) (Ministry of Commerce and Industry, Government of India) proposes to procure ELISA Test Kits for ELISA laboratories situated in the following places,

1. Tamilnadu
   1.1 Nagapattinam.

2. Andhra Pradesh
   2.1 Nellore
   2.2 Ongole,
   2.3 Bhimavaram,
   2.4 Amalapuram,
   2.5 Kakinada,
   2.6 Machilipattinam

3. Odisha
   3.1 Bhubaneswar,
   3.2 Balasore,

4. West Bengal
   4.1 Sonarpur

5. Gujrat
   5.1 Valsad.

The tender document can be downloaded from MPEDA’s web site (http://mpeda.gov.in). The last date for submission of bids is 31-10-2017 (1.30 PM). The bids will be opened on 31-10-2017 at 3.30 PM.
The interested bidders who meet the eligibility criteria, terms etc. may furnish their quotes in the prescribed format with required documents as follows:
1. Tender (Annex V) in hard copy along with Annex I in your letter head
2. Soft copy of the quote in CD-line item wise and lab wise in Excel and PDF as per Annex V.
3. Tender fee of Rs.1000/- (Rupees one thousand only) by Demand Draft / Banker's cheque/Multi city Cheque payable at par in favour of the Secretary, MPEDA, Cochin.
4. EMD Rs.50,000/- (Rupees Fifty Thousand Only) by Demand Draft / Banker's cheque/Multi city Cheque payable at par in favour of the Secretary, MPEDA, Cochin.
5. Annex I, II, III, IV, V, VI and VII
6. Copies of Audited Annual Accounts of the company

ELIGIBILITY CRITERIA
1. Preference will be given to those tenderers who had regular and good supply record with MPEDA and similar Central Government Organizations.
2. The Bidder should have Audited Annual Accounts for the past 3 years (copies to be attached).

TERMS AND CONDITIONS

1) Brand name of the ELISA Test Kits shall be specified and submit certificates as per Annex II.

2) The Bidders shall submit EMD of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft / Banker’s Cheque / Multi city cheque payable at par in favour of the Secretary, Marine Products Export Development Authority, Kochi.

3) The EMD of unsuccessful Bidder(s) will be returned without any interest within one month after the award of contract. In case the Bidder withdraws from the process, the EMD deposited by him will be forfeited.

4) EMD of successful Bidder will be retained as security deposit till the supply of laboratory items is completed OR till the tender period (2 years). No interest shall be payable on this.

5) Withdrawal of tenders along with the EMD will be allowed before the opening of tender. After opening of tender (a) withdrawal of the complete tender can be allowed but in such cases, the EMD will be forfeited. (b) No change/alteration in rate or other terms in the tender will be permitted under any circumstances. (c) Partial withdrawal (in respect of one or more items quoted) will not be allowed under any circumstance.

6) The tender received after the prescribed date and / or time and without tender fee and EMD will be summarily rejected.

7) The rate/price of items quoted shall be inclusive of all taxes including GST, duties, octroi, packing, insurance and transportation charges. Various components of the rate shall be clearly mentioned.
8) If the tender opening day happens to be holiday, the tenders will be opened on the next working day.

9) The L1 quoted price will be considered for purchase provided it meet the specification/pack size.

10) The tender rate should be valid for a period of 2 years (from the date of awarding contract). Offers, which are incomplete in terms of specifications or required details, will not be considered and such tenders are liable to be rejected forthwith.

11) The successful Tenderer shall demonstrate the performance of the quoted Kit by their own application chemist in any of the MPEDA ELISA lab as per the technical requirements of EU-COMMUNITY REFERENCE LABORATORIES RESIDUES (CRLs) 20/1/2010 (GUIDELINES FOR THE VALIDATION OF SCREENING METHODS FOR RESIDUES OF VETERINARY MEDICINES (INITIAL VALIDATION AND TRANSFER) preferably in a week time with own expense. Any failure /unsatisfactory performance will lead to the rejection of entire offer from that particular party/firm. In that case, next party will be called up for performance verification and same procedures will be followed.

12) **Supply and Method Validation:** ELISA Test kits are to be supplied to all listed ELISA laboratories **within 10 days** from date of purchase order. All items supplied **shall be of the latest batch/year** and should have minimum one-year shelf life. If any item deviates from this, will not be accepted and it shall be replaced.

**Method Validation** to be carried out as per EU-COMMUNITY REFERENCE LABORATORIES RESIDUES (CRLs) 20/1/2010 (GUIDELINES FOR THE VALIDATION OF SCREENING METHODS FOR RESIDUES OF VETERINARY MEDICINES (INITIAL VALIDATION AND TRANSFER) for residues specified in the scope to any of the **Five laboratories** listed below. Kits, Material and manpower required for the same **shall be borne by the Tenderer separately and free of cost.** Method validation to be completed **within 7 days** from the date of supply.

<table>
<thead>
<tr>
<th>ANDHRA PRADESH (6)</th>
<th>ODISHA (2)</th>
<th>TAMIL NADU (1)</th>
<th>WEST BENGAL (1)</th>
<th>GUJARAT (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Nellore:</strong> Door No. 16-3-776, East II Section, Ramamurthy Nagar, Nellore – 524 003</td>
<td><strong>1. Bhubaneswar:</strong> Door No. B-2/116, Lingraj Vihar, Pokhariput, Bhubaneswar - 751020, Odisha</td>
<td><strong>1. Nagapattinam:</strong> Door No:1, Public Office Road, Kadambadi, Nagapatinam, Tamil Nadu-611001.</td>
<td><strong>1. Sonarpur:</strong> Door No. S-1/51, Acharya Prafulla Nagar, P.O. Sonarpur, Kolkata-700150, West Bengal</td>
<td><strong>1. Valsad:</strong> Ekta Building No. 1 Third Floor, Tithal Road, Valsad Gujarat- 396001</td>
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<tr>
<td><strong>2. Ongole:</strong> Door No- 37-1-413(24/2) Ramnagar 8th lane Ongole-523001 Prakasam District.</td>
<td><strong>2. Balasore:</strong> Plot no. 264/721, L B Shastri Marg, Gopalgaon Balasore –756 001, Odisha.</td>
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<tr>
<td>ANDHRA PRADESH</td>
<td>ODISHA</td>
<td>TAMIL NADU</td>
<td>WEST BENGAL</td>
<td>GUJARAT</td>
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<td>(2)</td>
<td>(1)</td>
<td>(1)</td>
<td>(1)</td>
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<td><strong>3. Bhimavaram:</strong></td>
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<tr>
<td>MPEDA QC Laboratory, Door No: 27-11-6, BJP Office Sri Ramapuram- 534202 Bhimavaram, West Godavari Dist.</td>
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<td><strong>4. Amalapuram:</strong></td>
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<tr>
<td>Door No.10-397 Teja Towers, SKBR College Road, Amalapuram – 533 201 East Godavari Dist</td>
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<td><strong>5. Kakinada:</strong></td>
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<tr>
<td>Door No. 3-290 (Southern Portion) 4th Road, Gangaraju Nagar, Kakinada – 533 003 East Godavari Dist</td>
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<td><strong>6. Machilipatnam:</strong></td>
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<tr>
<td>Door No. 23/182-6, Patchupeta, Machilipatnam – 521001 Krishna District, Andhra Pradesh</td>
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</tbody>
</table>

13) Tender document should be page numbered and signed on all pages by the Authorized signatory along with seal of the Firm/ Agency.

14) The person signing the tender shall have the authority to sign the tender on behalf of the said company. Authorization to sign the tender on behalf of the company and ID proof to be attached.

15) In case of mismatch in the amount mentioned in figures and words, the amount mentioned in excel sheet shall be considered as final.

16) Tenderer must submit a copy of the quoted rates in **CD/DVD** in both **Excel & PDF format** and each field must be typed in only one cell/column and one line/row. No change in serial number of item should be made and items not quoted may be marked **NA** - Not applicable.

17) Tenderer must be in this business in continuation for last three financial years.

18) Supply order will be placed to tenderer/ authorized dealer, if indicated and supplies will be accepted accordingly. Purchase orders will be staggered.

19) On receipt of supply order, the firm shall acknowledge the same. If no information is received, the firm shall be deemed to have agreed to supply within the stipulated period.
20) All ELISA Test kits supplied shall be accompanied with kit brochure/manual, necessary Certificate of Analysis (CoA) or Compliance Certificate and Calibration certificate.

21) **Payment** will be processed after receipt of material as specified in the Purchase Order and on receipt of the original bill.

22) **Penalty:** If the tenderer fails to supply the items as per Purchase Order issued or supply items, which are inferior in quality than specified, the EMD deposited will be forfeited and the party will be blacklisted from further purchases.

23) This **contract would be for two years (from the date of award of contract) and can be extended** for one more year with mutual consent.

24) The Joint Director (QC), MPEDA reserves the right to reject any or all the tenders without assigning any reason and to place order with one or more firms.

**SUBMISSION OF BID**

Bids of those who fulfill the criteria only would be considered by MPEDA. The bids in sealed envelope super scribed **“Tender for supply of ELISA TEST KITS 2017-19”** along with copies of relevant certificates / documents mentioned earlier may please be forwarded to:

The Joint Director (QC)
The Marine Products Export Development Authority,
P.B. No. 4272, MPEDA House,
Panampilly Avenue, Kochi – 682 036, Kerala.
e-mail id: asha@mpeda.gov.in / lab.koc@mpeda.gov.in / mahesh@mpeda.gov.in

**CLARIFICATION OF TENDER DOCUMENT**

Prospective Bidders requiring any clarification of the Tender Document may notify MPEDA in writing at mailing address mentioned above. MPEDA will respond in writing to any request for clarification of the Tender Document, received not later than 05 (five) working days prior to the last date for receipt of bids prescribed.

**ARBITRATION**

In the event of any question, dispute or difference arising under the conditions of contract, or in connection with this contract the same shall be referred to the sole arbitration of the Chairman, MPEDA. The award of the arbitrator shall be final and binding on the parties to the contract.

**JURISDICTION**

The disputes, legal matters, court matters, if any, shall be subject to Ernakulam Jurisdiction only.
Letter for submission of Tender

From,

..........................
..........................
..........................

To

The Joint Director (Q.C.)
The Marine Products Export Development Authority MPEDA House,
Panampilly Nagar, Cochin – 682 036

Sub: Supply of ELISA Test Kits for screening of Chloramphenicol and Nitrofuran Metabolites (AMOZ, AOZ, SEM & AHD) in Shrimp/Fish Matrix.

Sir,

I / We /am/ *are authorized signatories of M/s…..

I/We hereby undertake as follows:-

I/ We hereby undertake to supply ELISA Test Kits for a period of TWO years at the rates quoted by me/us and in the pack size mentioned in tender form, which is submitted herewith according to the instructions and the terms and conditions.

The rates quoted against each ELISA Test Kit by me/us in the tender and excel sheet are all inclusive, including packing charges, freight charges and duties payable during the contract period. However, Tax/GST charges are mentioned separately against each item.

Necessary documents are enclosed herewith in the order in which they are mentioned.

I/we have carefully read and understood the terms and condition to avoid any error, omission. I/we shall abide by these conditions. I/we will follow them scrupulously.

My/our firm has not been blacklisted by any Govt. institution/Organization during the last three years.

I/we hereby undertake to abide by the terms and conditions of the contract and I/we have signed all the papers of terms and conditions and filled up prescribed Performa(s) given along with the tender.

Yours faithfully,

(Signature of tenderer with seal) (Authorized Signatory)

*Strike out not applicable*
Annex II

AUTHORIZATION LETTER
(On Letter head of the Firm/ Company)

Date:

(Authorization letter to be issued by the manufacturer for appointing Distributor / Dealer / Agent etc.)

I/We the undersigned who is / are authorized signatory / signatories of the manufacturing firm M/s………………………………….address ……………… do hereby Authorize M/s. ………………………address to supply items / collect the orders / raise the bills for the items manufactured by me/ us. I /we have authorized/ not authorized* any other Distributor / Agents/ Dealer etc for this purpose.

I/we have gone through all the terms and conditions of the tender and the same shall be binding on me/ us and also on the Distributor /Dealer /Agent M/s. …… appointed by me/us during the whole contract period including extension period of the said contract, if any.

Authorized signatory of the firm (Seal)

*Strike out not applicable
Note: Relevant copy of the letter from the respective principals may be enclosed
Annex III

Date:

UNDERTAKING

I/we am/ are authorized signatory / signatories of the firm M/s. ........ (address) ........ do hereby undertake that:

1) The firm is in this business in continuation for last three years i.e. 2014 to till date.
2) If any information in the tender submitted by me is found incorrect/ false at any time, the tender is liable to be rejected.
3) The terms and conditions of the tender is acceptable in complete.

Authorized signatory
(Seal)
MANDATE FORM

(BENEFICIARY’s OPTION TO RECEIVE PAYMENT THROUGH e-PAYMENT)

1. Name and address of beneficiary:
2. Bank account no:
3. Type of account (S.B/Current/Cash credit):
4. Digital code number of the bank and branch as appearing on the MICR Cheque issued:
5. Name of bank:
6. Name of branch and address, Telephone No:
7. IFS Code (Indian Financial Service Code):
8. Photocopy of cancelled cheque to confirm correctness of IFS Code and Account No:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reason of incomplete or incorrect information given by me as above, I would not hold the user institution responsible.

Dated: (Signature of the Beneficiary)

For BANK

Certified that the particulars furnished above are correct as per our records. Bank’s seal

Date: Signature of the Authorized official of Bank
## Annex VI

**ELISA TEST KIT PROCEDURE**

(SOP for the analysis of Shrimp/Fish samples in brief as flow chart along with additional requirements which are not associated with ELISA Test Kit.)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Analyte</th>
<th>Procedure in brief</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chloramphenicol</td>
<td>Step 1&lt;br&gt;Step 2....</td>
<td>1).....</td>
</tr>
<tr>
<td>2</td>
<td>Nitrofuran Metabolite-AHD</td>
<td></td>
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<tr>
<td>3</td>
<td>Nitrofuran Metabolite-AOZ</td>
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<td>4</td>
<td>Nitrofuran Metabolite-AMOZ</td>
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<td>5</td>
<td>Nitrofuran Metabolite-SEM</td>
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</tbody>
</table>

*(If different analytes follow similar method, it can be given once with appropriate remarks)*

*(Given SOP be accurate and shall be the same as manufacturer’s certificate/recommendation.)*

Certified that the details furnished above are correct and same as per manufacturer/application instructions for the quoted ELISA Test Kits.

Date: 

Signature
Name
Official Seal
# CHECK LIST FOR BIDDER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Document attached</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Signed copy of all the pages of tender notice published MPEDA website</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Tender Fee Rs. 1,000/-:</td>
<td>Yes/No</td>
<td></td>
</tr>
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<td>DD/Cheque No:.........................Date:</td>
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<td>C</td>
<td>EMD- Rs. 50,000/-:</td>
<td>Yes/No</td>
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<td>DD/Cheque No.........................Date:</td>
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<td>D</td>
<td>Sealed Envelope Contain Following Annexes:</td>
<td>Yes/No</td>
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<tr>
<td></td>
<td>1) ANNEX-I</td>
<td>Yes/No</td>
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<td>2) ANNEX-II</td>
<td>Yes/No</td>
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<td>3) ANNEX-III</td>
<td>Yes/No</td>
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<td>4) ANNEX-IV</td>
<td>Yes/No</td>
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<td>5) ANNEX-V (Excel &amp; PDF)</td>
<td>Yes/No</td>
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<td></td>
<td>6) ANNEX-VI- KIT PROCEDURE FOR CAP and NFM (AHD,AOZ,AMOZ &amp;SEM)</td>
<td>Yes/No</td>
<td></td>
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<tr>
<td></td>
<td>7) ANNEX-VII- CHECK LIST FOR BIDDER</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Tender Details in Excel or PDF formats in CD/DVD enclosed</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

Signature of tenderer with seal
Date: