

**TENDER DOCUMENT**

**PROCUREMENT OF FULLY AUTOMATED  
ELISA ANALYZER FOR MPEDA ELISA  
LABORATORIES**

**(No: LAB-ELAB/PUR/1/2020-QC      dated 30/05/2022)**

**The Marine Products Export Development Authority  
(Ministry of Commerce & Industry, Govt. of India)**  
Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA

# 1. Notice Inviting Tender



## समुद्री उत्पाद निर्यात विकास प्राधिकरण (बाणिज्य और उद्योग मंत्रालय, भारत सरकार)

मुख्यालय, एमपीईडीए हाउस, बिल्डिंग सं: 27/1162  
पीवी नंबर: 4272, पनम्पिल्ली एवेन्यू, पनम्पिल्ली नगर पी ओ  
कोच्ची 682 036, केरल  
दूरभाष (ईपीएबीएक्स): +91 4842311901, 04842315199  
ईमेल : [lab.koc@mpeda.gov.in](mailto:lab.koc@mpeda.gov.in) वेब: [www.mpeda.gov.in](http://www.mpeda.gov.in)

### निविदा सूचना

सं: LAB-ELAB/PUR/1/2020-QC

दिनांक: 30/05/2022

समुद्री उत्पाद निर्यात विकास प्राधिकरण (एमपीईडीए), कोच्ची, भारत सरकार के वित्त पोषण के तहत अपनी चार एमपीईडीए एलिसा स्क्रीनिंग प्रयोगशालाओं को (एंटीबायोटिक अवशेषों क्लोरैम्फेनिकॉल और नाइट्रोफुरन मेटाबोलाइट्स का पता लगाने और मात्रा निर्धारित करने के लिए श्रिम्प/ मछली के नमूनों की जांच के लिए) पूरी तरह से स्वचालित एलिसा विश्लेषक की आपूर्ति और स्थापना के लिए पात्र बोलीदाताओं से अलग-अलग लिफाफों (यानी तकनीकी बोली और वित्तीय बोली) में पात्र बोलीदाताओं से एकल चरण : दो अलग-अलग बोली प्रणालियां (तकनीकी बोली और वित्तीय बोली) के तहत ई - निविदा प्रणाली के माध्यम से बोलियां आमंत्रित करता है। एमपीईडीए वेबसाइट: <http://mpeda.gov.in> और ई-प्रोक्योरमेंट पोर्टल <https://eprocure.gov.in> पर प्रत्येक आइटम के लिए आवश्यकताओं और नियमों और शर्तों का विवरण उपलब्ध है। स्क्रीन पर दिखाई दे रहे निर्देशों का पालन करते हुए बोलियां ऑनलाइन जमा की जाएं। उपयोगकर्ताओं से अनुरोध है कि वे ई-प्रोक्योरमेंट पोर्टल पर "सिस्टम रिक्वायरमेंट एंड रजिस्ट्रेशन मैनुअल" लिंक पर उपलब्ध सिस्टम सेटिंग्स के अनुसार अपने सिस्टम को मैप करें। बोली जमा करने का अंतिम समय: 20-06-2022 को 1600 बजे। जैसा कि उल्लेख किया गया है, सभी बोलियों के साथ बिड सेक्यूरिटी की स्कैन की गई प्रति (पीडीएफ या ज़िप प्रारूप में) होनी चाहिए। बोलियों को दो अलग-अलग भागों अर्थात तकनीकी बोली और वित्तीय बोली में अपलोड करना आवश्यक है। तकनीकी बोलियां दिनांक 21-06-2022 को 1700 बजे खोली जाएंगी। जिन बोलीदाताओं की तकनीकी बोलियां योग्य होंगी उनकी वित्तीय बोलियां बाद की तारीख में खोली जाएंगी।

हस्ता/-  
सचिव  
एमपीईडीए, कोच्ची



**The Marine Products Export Development Authority  
(Ministry of Commerce & Industry, Govt. of India)**

Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA  
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Web: [www.mpeda.gov.in](http://www.mpeda.gov.in)

**TENDER NOTICE**

No: LAB-ELAB/PUR/1/2020-QC

Date: 30/05/2022

Marine Products Export Development Authority (MPEDA), Kochi invites bids through e-Tendering System under the single stage: two bid system in separate envelopes (i.e. Technical BID and Financial BID) from eligible bidders for the supply and installation of the **fully automated ELISA analyzer (for screening of Shrimp/ fish samples for detecting and quantifying antibiotic residues Chloramphenicol & Nitrofurans Metabolites)** to its FOUR MPEDA ELISA Screening Laboratories under Government of India funding. The details of requirements and terms & conditions for each item are available in the MPEDA Website: <http://mpeda.gov.in> and E-procurement portal <https://eprocure.gov.in> The bids shall be submitted online following the instructions appearing on the screen. Users are requested to map their system as per the System settings available on the link "System Requirement and Registration Manual" on the E-Procurement portal. Dead line for submission of bid: **1600 hrs on 20-06-2022**. All bids must be accompanied with a scanned copy of bid security (Either in PDF or zip format), as mentioned. The bids are required to be uploaded in two separate parts i.e. technical bid & financial bid. The technical bids will be opened at **1700 hrs. on 21-06-2022**. The financial bids of bidders whose technical bids get qualified would be opened at a later date.

**Sd/-  
SECRETARY  
MPEDA, KOCHI**

## 2. Introduction

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as 'MPEDA') is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

## 3. Job Description

MPEDA invites bids through e-Tendering System under the single stage: two bid system in separate envelopes (i.e. Technical BID and Financial BID) from eligible bidders for the supply of the laboratory equipments under Government of India funding in the prescribed format are invited from reputed firms/dealers for entering into contract with the Marine Products Export Development Authority (MPEDA), Kochi for delivery, installation/commissioning of **Fully automated ELISA analyzer (for screening of Shrimp/ fish samples for detecting and quantifying antibiotic residues Chloramphenicol & Nitrofurantoin Metabolites - AOZ, AMOZ, AHD, SEM & DNSH)** to its various MPEDA ELISA Screening Laboratories.

Interested Bidders may obtain further information from the Head office of MPEDA at the address given below from 10:00 to 17:00 hrs. (IST) on all working days -

**Quality Control Laboratory,  
The Marine Products Export Development Authority  
(Ministry of Commerce & Industry, Govt. of India)  
MPEDA House, Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA  
Telephone (EPABX) : +91 484 2311901/ 2311033  
E-mail: lab.koc@mpeda.gov.in, mahesh@mpeda.gov.in  
Web: www.mpeda.gov.in**

Detailed tender document may be downloaded from procurement portal <https://eprocure.gov.in> or from MPEDA Website: <https://mpeda.gov.in> prior to the deadline for submission of bids. The bids shall be submitted online following the instructions appearing on the screen. Users are requested to map their system as per the System settings available on the link "System Requirement and Registration Manual" on the E-Procurement portal.

## 4. Scope & Description of Contract

### 4.1 General Definitions

All definitions and interpretation of terms used in this tender notice are as defined in the GFR 2017 and the Manual for Procurement of Goods 2017 of Department of Expenditure, Ministry of Finance, Government of India.

## 4.2 Scope

The tenders are invited for the supply, installation and commissioning of the equipments, the details of which are mentioned in Table 6., needed for the MPEDA ELISA Laboratories. MPEDA is acting as the central procurement agency. The main objective is to obtain bulk discount through central procurement and to be one stop point for all ELISA Labs for obtaining excellent after sales service to the equipments procured under this tender. For this, the MPEDA, will undertake and oversee the procurement process, ensure that the successful tenderers are installing the equipments properly at the locations specified and provide the sales service during the agreed period of contract in respect of the equipments installed under this contract to the satisfaction of the MPEDA as well as the user ELISA Labs.

## 4.3 Eligibility Criteria

1. The bidder shall be an agency having minimum financial turnover of ₹ 2 crore and above in a financial year, during the last three years commencing from 2019-20.
2. The bidder shall have audited balance sheet for last 3 years.
3. Bidder should have minimum experience of 5 years in the field.
4. Bidder should have GST registration and PAN Card.
5. The Bidder should not have been Black listed by any Government firms in India.
6. The bidder should have on its roll adequate number of technically qualified personnel essential for the successful implementation & completion of the project within the stipulated time.

## 5. Tender Schedule

1	Tender Ref: No	NO: QC-ELAB/OPRN/1/2020-QC	
2	Tender for	Fully automated ELISA analyzer	
3	Cost of tender Document (fee) INR	₹ 1500/- (Rupees one thousand five hundred only)	
4	EMD Amount in INR	₹ 5.00 Lakh (Rupees Five Lakhs only)	
5	Validity of offer	180 Days	
6	Published date	30/05/2022	16.00hrs
7	Date of release of tender	30/05/2022	16.30hrs
8	Clarification start date	30/05/2022	17.00hrs
9	Clarification end date	08/06/2022	17.00hrs
10	Bid submission start date	13/06/2022	09.00hrs
11	Bid submission end date	20/06/2022	16.00hrs
12	Technical bid opening date	21/06/2022	17.00hrs

## 6. Details of Equipment Tendered

Table :6.1		
Sl. No	Equipment	Quantity
1	Fully automated ELISA Analyzer	4

SI .NO	Place of installation	Quantity
1	Bhubaneswar (Odisha)	1 No.
2	Balasore (Odisha)	1 No.
3	Haroa (West Bengal)	1 No.
4	Contai (West Bengal)	1 No.

## 7. Technical Specification of Fully Automated Elisa Analyzer:

The detailed technical specifications and other quality parameters of the above equipment are contained in

Table:7.1: FULLY AUTOMATED ELISA ANALYZER- 4 nos.				
Sl.no.	SPECIFICATIONS		Party's Remarks	Compliance (Yes/No)
A	Auto sampler unit			
1	Unit type	Fully automated / robotic and Programmable. System should have capability to do qualitative, quantitative, kinetics with any formulae including validation, transformation and factors & floating cut-off.		
2.	Testing capacity	Capacity to analyze Fish and shrimp tissue.		
3.	Sample range	capacity to carry sample range from 5 $\mu$ L- 1900 $\mu$ L or better		
4	Sample dilution capacity	1 to 1/10000		
5	Pre dilution Tubing	Capacity with at least 72 position for pre-dilution tubes		
6	Plate dilution capacity	at least upto 192 positions or better		
7	Pipetting Precision	at volume 20 $\mu$ L: <6% CV or maximized.		
8	Pipetting Precision	at Volume 100 $\mu$ L: <3% CV.		
9	Specimen capacity /	to hold at least 96 number of		

	wells	specimen (including calibrators and controls)		
10	Mixing capacity	should have a good mixing capacity		
11	Barcode OR quick response code reading ability	Automatic barcode/ QR code scanning		
12	Incubators	With a temperature range of +5°C- up to 45°C. Accuracy (specify). Incubation timing shall be software controlled and automatically optimized.		
13	Temperature precision of incubator	Specify.		
<b>B.</b>	<b>Fully automatic Reader unit</b>			
14	Detection Mode	Absorbance based.		
15.	Reader type	Optical system filters wheel and single or double-wavelength simultaneous reading.		
16	Reading capacity	<ul style="list-style-type: none"> <li>i. 96 wells with automatic reading capability of 1 to 96 well individually.</li> <li>ii. Optical design must read Biochromatic absorbance in 4 channels or better.</li> <li>iii. U, V and flat type wells.</li> <li>iv. 8 or 12 well strip plates.</li> </ul>		
17.	Reading range	Reading range 0 to 3.5 OD		
18.	Linear measurement range and Linearity	0 to 3.000 Abs and 0.00 to 3.0A		
19.	Wavelength range	340 to 750nm or more		
20.	Measurement systems	8 channel measurement systems.		
21.	Photometric accuracy	Specify.		
22.	Resolution	0.001Abs / OD or better.		
23.	Shaking capacity	Variable speed plate shaking capability with inbuilt shaking mode.		
24.	Filters	405nm, 450nm, 492 nm, 630 nm for reading 24, 48 or 96-well plates		
25.	Filter selection	Automatic		
26.	Accessibility to filter wheels	Easy access 8 position filter wheel		

27.	<b>Calibration capacity</b>	Automatic calibration before each reading.		
28.	<b>Reading time</b>	<15 Seconds for 96 wells		
29.	<b>Storage capacity</b>	Should have the facility for storage of calibration curves		
30.	<b>Multi standard tests and control</b>	Should have capability of doing multi standard tests and controls.		
31.	<b>Blanking facility</b>	Should have different types of blanking facility like air wise and well wise.		
32.	<b>Light source</b>	Specify		
33.	<b>Reading linearity</b>	Should have a of 0-2 OD : $\leq 1\%$ or better along with high accuracy and precision		
<b>C. Fully automatic washer</b>				
34.	Micro plate washer	8- probe, Fully automated and programmable micro plate washer for rapid and effective washing of all types of ELSA Flat, U or V bottom micro plates or 8 or 12 well strip plates.		
35.	Waste disposal	Should be provided sufficient waste bottles with full bottle alarm or sufficient mechanism to avoid spillage and damage to equipment.		
36.	Aspiration capacity	Washer should have the capacity for aspirate, dispense, soak, mix etc. Wash protocols should be user programmable for aspirate.		
37.	Fault detection with auto shutdown	Fluid alarm and automatic alert alarm in the fault occurred in the operation. Alarm for monitoring the overflow and wash solution.		
38.	Safety certificates.	Should provide safety certificate from a competent authority CE / FDA (US) / STQC CB certificate / STQC S certificate or valid detailed electrical and functional safety test report from ERTL. Copy of the certificate / test report shall be produced along with the technical bid.		
<b>D. Quantification software system/ Computer software</b>				
39.	<b>Interfaces</b>	Shall be bi-directional, CD-ROM and internet up-grade		

40.	<b>Computer system</b>	If ELISA reader required PC, it should be provided along with system.		
		<p>1) Suitable branded computer (Specify),</p> <p>2) i5 processor (or) better with 16 GB RAM, on 64bit Intel chipset.</p> <p>3) 4 TB Serial ATA hard drive (7200 RPM).</p> <p>4) DVD-RW</p> <p>5) 24" LED monitor</p> <p>6) Original Operating System:</p> <p>6.1) Windows 10 professional or higher.</p> <p>6.2) MS Office : Microsoft 365 Business Premium</p> <p>6.3) Adobe professional</p> <p>7) Input devices: Optical 2 button scroll mouse and mechanical keyboard.</p> <p>8) Ports: USB-3.0 (&gt;8 nos), HDMI1, Parallel port – 2nos, 1 serial port, 2 PCI, 1 PCI EX1, Audio, Ethernet etc.</p> <p>9) Network card: 10/100/1000 Mbps.</p> <p>10) Compatible Antivirus (specify) with five years total security.</p>		
41.	<b>All in one Printer (Copy-scan-Print)</b>	Suitable one (specify)		
42.	<b>LIMS/ LIS facility</b>	Should have the upgradable LIMS/LIS facility.		
43.	<b>Software</b>	<p>Should have user friendly and simple software to calculate the concentration of analyte present in the sample with graphical representation of linearity graph which would be printable. All its modules shall be compliance to 21 CFR Part 11.</p> <p>Results shall be exportable to other formats like PDF,CSV,ASCII,XML ,Excel etc</p>		
44.	<b>Quality Control Module</b>	Should have a quality control module with the capability to check Mean, standard error and Levey-Jennings (basic version) etc.		
45.	<b>Spares and</b>	No proprietary consumables are preferred with instrument. Shall		

	<b>consumables.</b>	provide consumables for complete automatic ELISA analyzer (all modules) for 3 years and specify in <b>Annex-II.</b>		
46.	<b>Acceptability of Machine</b>	Fully automated ELISA analyzer should be able to work with various suppliers/ types/ branded ELISA kits.		
47.	<b>Electricity</b>	Able to run at 220 Volts and 60 Hz or 5KV		
48.	<b>Model &amp; year of Introduction</b>	Shall be mentioned in the tender along with original brochures /catalogue. Though the specifications given are of basic and general in nature, preference will be given for selection of higher- end versions. Therefore, bidders are advised to quote for different models separately. A perfect detailed brochure describing each key components of instrument shall be submitted.		
49.	<b>Calibration (Optional)</b>	Certificate of Calibration, if provided shall be from NABL accredited Laboratory or with traceability to NIST.		
50.	<b>Training</b>	Shall be provided by the manufacturer OR supplier as follows, <ol style="list-style-type: none"> <li>1. Initial training -Introduction and Basic operation with sample analysis- 3-5 Days /Lab.</li> <li>2. Advanced Training- Trouble shooting and Method Validation-3-5 Days/Lab</li> <li>3. Need based training- 2-5 days/Lab /year.</li> </ol>		

## 8. Terms and Conditions

Table .8.1		
1.	<b>Place of installation</b>	As per Table 6
2.	<b>Particulars of the supply of new equipment</b>	As per Table 6.1

3.	<p><b>Customs clearance, delivery and installation of equipment:</b></p>	<ol style="list-style-type: none"> <li>1. The confirmation of acceptance of purchase order by the supplier shall be given within 7(seven) days from the date of issue of purchase order.</li> <li>2. Customs clearance &amp; delivery to respective sites shall be the responsibility of the supplier.</li> <li>3. The demurrage/ AAI charges if any shall be borne by the supplier.</li> <li>4. Delivery at respective sites to be completed within 6 weeks from the date of award of work order/ purchase order.</li> <li>5. Short shipment and part shipment are not allowed.</li> <li>6. Installation and commissioning of equipment and supporting accessories shall be completed within 2 weeks from the date of delivery at respective site.</li> <li>7. In case of delay in supply, installation and commissioning of the equipment is not carried out, penalty @ ₹ <b>1000/-</b> per day shall be charged from the date of completion of 2 weeks after the delivery. Such amount will be deducted from any amount due or which may become due to the supplier.</li> <li>8. Supplier has to take back the instrument with his own responsibility and expenditure, if he is failed to install, perform and validate the instrument according the requirement of MPEDA.</li> </ol>
6	<p><b>Price</b></p>	<ol style="list-style-type: none"> <li>1. The price shall be quoted in Indian currencies, indicating break-up for the equipment and accessory instruments, details of import duty/ tax as applicable and other overheads. The price shall be inclusive of all costs of freight, insurance, customs clearance, transportation, delivery (delivery at site of installation) and installation &amp; commissioning at the respective laboratories. Basic price shall also include loading unloading&amp; stacking, all other taxes, duties &amp; levies and incidental services if applicable.</li> <li>2. SGST/CGST/IGST shall be quoted in this column in numeric values and in Rupees (If the field is left blank, value will be taken as zero). So that MPEDA can take import tax credit (ITC).</li> <li>3. In case if the rate of consumables/reagents is fixed in the tender for certain years, then the rate shall be applicable from the date of price bid opening.</li> <li>4. The price shall be quoted with and without buy-back offers, separately as per BOQ uploaded in the website <b>Annex XVI</b> . MPEDA reserves the right to accept or reject any offer based on the merits and de-merits of the offer.</li> <li>5. The total amount will be calculated and will be taken for</li> </ol>

		evaluation and bid ranking.
7.	<b>Mode of payment</b>	<ol style="list-style-type: none"> <li>1. 50 % Payment against Delivery</li> <li>2. 47 % Payment against Installation and Commissioning of equipment.</li> <li>3. The balance 3 % will be retained with MPEDA towards performance security, as per GFR 2017 Rule 171 (1) if successful bidder is not submitted PBG towards performance security deposit. This amount will be released after completion of warranty period and adjusting the penalty amount if any due from instrument supplier.</li> <li>4. The tenderer shall be responsible for payment of any charges due to any statutory authorities such as Income Tax, CGST, SGST, IGST, Customs Duties etc.</li> <li>5. If the BOQ columns with regard to customs duty, CGST, SGST and IGST are left blank, then it will be considered as zero (inclusive in the basic financial) or not applicable and BOQ will be considered for evaluation.</li> </ol>
8.	<b>Warranty for Fully automated ELISA analyzer</b>	<ol style="list-style-type: none"> <li>1. Three (3) years of comprehensive warranty from the date of completion of installation for the complete system including spares, consumables (as per <b>Annex-II</b>), accessories and service charges.</li> <li>2. Complete set of spares and consumables as stand by shall be provided/made available along with the equipment or from time to time during the period of warranty.</li> <li>3. The repair/servicing and periodic IPV of the equipment with traceable standards have to be carried out by the manufacturer/supplier free of cost during the warranty period.</li> <li>4. Definite time schedule for servicing of equipment, time required for attending break-downs, etc shall be indicated in the terms &amp; conditions for warranty and AMC.</li> <li>5. For delay in attending break-down call beyond 2 working days a penalty @ Rs. <b>500/-</b> per day shall be charged. Such amount will be deducted from any amount due or which may become due to the supplier. The warranty period shall automatically stand extended by the number of days taken to rectify the defects (beyond 2 days).</li> <li>6. The firm shall give a warranty certificate as per the format attached in the tender Document (<b>Annex III</b>)</li> <li>7. Maintenance chart &amp; schedule for all the components of complete system.</li> </ol>

		8. Shall provide prompt after sale service/technical support capable of attending on short notice at places where the equipment are installed. At least 4 preventive maintenance visits and unlimited breakdown calls by the service/application support engineer during the warranty period, every year ( <b>enclose - Annex-V</b> ).
9	<b>After sales service (AMC/CMC) for Fully automated ELISA analyzer</b>	<ol style="list-style-type: none"> <li>1. The cost/rate and the terms and conditions for AMC/CMC and IPV for five years, after the warranty period (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> years) have to be specified in the <b>BOQ</b>.</li> <li>2. Definite time schedule for servicing of equipment, time required for attending break-downs, etc shall be indicated in the terms &amp; conditions for AMC.</li> <li>3. The payment terms for the AMC shall be as per applicable GFR 2017 (Govt. of India) and amendments there to.</li> <li>4. MPEDA reserves the right to impose any penalty (as per clause 8.5) for the delay or other lapses of the manufacturer/supplier/ service provider in rectification of the break-downs beyond two working days.</li> <li>5. Failure to attend the repairs in time or failure to attend the stipulated preventive maintenance visit or failure to replace the defective equipments or to provide stand by equipment if the fault/down time exceeds the stipulated period or to ensure the stipulated up-time in an year shall lead to forfeiture of the performance security and/or may lead to blacklisting/debarring of the defaulting tenderer.</li> </ol>
10	<b>Training of personnel</b>	<ol style="list-style-type: none"> <li>1. After installation, training on instrument operation, software operation, maintenance, method development, trouble shooting etc., for a period of four weeks (4 different occasions) to all technical personnel and in charges of the concerned laboratories.</li> <li>2. Certificate to be issued for above trainings (each occasion to each individual).</li> </ol>
11	<b>Experience</b>	The supplier shall have experience of at least 3 installations and operation of the equipment (model quoted) in India. User list has to be furnished as per the <b>Annex-VI</b> .
12	<b>Details of Tender fee and EMD</b>	As per <b>Table 10</b> By way of Demand Draft drawn on any of the Bank in favour of Secretary, <b>MPEDA, Kochi</b> .
13	<b>Period of validity of the offer/tender</b>	<b>180 days</b> . Incomplete tender documents, especially with regard to not detailing the specifications of the equipment are liable to be rejected. MPEDA reserves the Right to accept or reject any or all

		tenders in whole or In part without assigning any reason thereof.
14	<b>Specification sheets</b>	Detailed specification sheet(s) highlighting all the technical and other specifications must be attached/ uploaded.
15	<b>System performance requirement</b>	<ol style="list-style-type: none"> <li>1. Documents on performance of the instrument (quoted model) with two different make of kits for linearity test and Chloramphenicol standard (0.15ppb) for Repeatability &amp; Reproducibility (minimum 2 different days) and pipetting precision should be produced by suppliers as per the <b>Annex-VIII</b> along with tender.</li> <li>2. If required, the same need to be demonstrated by the suppliers (who qualify the technical bid) at their laboratory with <u>samples</u> brought by MPEDA officials.</li> <li>3. After installation, the same performance as indicated in <b>Annex-VIII</b> shall be demonstrated at respective laboratories.</li> <li>4. In case of failure, the supplier shall take appropriate action at their own cost to meet MPEDA's requirement within reasonable time of not more than 30 days from the date of failure.</li> <li>5. In the event of persistence of the failure/ not meeting the requirements of MPEDA beyond 30 days shall be subjected to the cancellation of entire contract with recovery of actual amount spend along with interest @12 % shall be recovered from the bidder.</li> </ol>
16	<b>Instruction manual and application notes</b>	Instruction/operation Manual and application notes as necessary to enable the user to put the equipment's for proper use are to be provided.
17	<b>Last date and time of receipt of tender</b>	As per the date stipulated in the e-procurement website. MPEDA has the right to reject any or all tenders without assigning any reason.
18	<b>Submission of tender</b>	Tender documents and BOQ to be uploaded in e-procurement website and original Demand Drafts of tender fee and EMD along with hard copy of the uploaded technical documents except BOQ shall be sent <b>Joint Director (QC), The Marine</b>

		Products Export Development Authority, MPEDA House, Panampilly Avenue, KOCHI – 682 036, INDIA with super scripted as “ <i>Tender for Automated ELISA Analyzer Tender No.....</i> )
19	<b>Installation Check out specification.</b>	To be specified in detail. [Pre Installation requirements (Electrical points, earthling, Instrument dimensions & table measurements in centimeter, space requirement in feet for main equipment and each of accessories etc).
20	<b>Method development</b>	<ol style="list-style-type: none"> <li>1. Successful bidder shall be standardized and proven that their ELISA analyzer is working and apt to the ELISA kits using by MPEDA based on Commission Implementing Regulation (EU) 2021/808 of 22 March 2021.</li> <li>2. Methodology for the following parameter shall be developed in matrix of Fish &amp; Fishery products as per Commission Implementing Regulation (EU) 2021/808 of 22 March 2021. Successful tenderer has <b><u>sole responsibility</u></b> to provide application support during the time of validation of the above parameters in the warranty period (3 years). <ol style="list-style-type: none"> <li>i. Chloramphenicol</li> <li>ii. Nitrofurantoin Metabolites (AOZ, AMOZ, AHD , SEM &amp; DNSH )</li> </ol> </li> <li>3. Successful bidder shall be provided application support to MPEDA indented to carry out any additional parameters other than CAP &amp; NF or additional matrices such as water, aquaculture feed, feed inputs, ingredients of feed etc. as and when required as per regulatory requirements during the warranty period.</li> </ol>
21	<b>Signing of Tender</b>	The tender is liable to be ignored if complete information is not given therein regarding the particulars, data, specifications asked for requirements. Specific attention must be paid to the delivery dates, technical specification, and also the general conditions. The tenderer should sign each page of the tender form and <b>Annexes</b> , if any.
22	<b>Country of origin</b>	The country of origin (if applicable) of each component shall be mentioned
23	<b>Blacklisting/debarring</b>	Blacklisting/debarring the event occurring by the operation of the conditions under which the tenderers will be prevented for a period of 1 to 5 years from participating in the future tenders of Tender Inviting Authority.

24	<b>Security deposit</b>	<ol style="list-style-type: none"> <li>1. As per GFR 2017 Rule 171 (1) the successful bidder accepted the contract shall deposit a Performance Security for the performance of machine till the end of warranty period for an amount of 3 % of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of a PBG from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.</li> <li>2. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.</li> </ol>
25	<b>Delayed supplies &amp; Liquidated damages</b>	<p>If at any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communications, the purchaser shall decide as to whether to cancel the contract for the non-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damage, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services. Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price whatsoever on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost, on any ground, whatsoever, of the goods &amp; services, during the period of delay. The purchaser's letter (to the seller with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.</p>
26	<b>Jurisdiction</b>	<p>Any dispute not resolved through the good faith efforts of Senior Management of both Parties for amicable resolution shall then be submitted before the Chairman, Marine Products Exports Development Authority, who shall act as the final arbiter of disputes by agreement of the Parties expressed herein. Arbitration clause is elaborated in the work order enclosed in this document</p>

		.If any dispute, it shall be subject to Ernakulam Jurisdiction only and the resultant contract will be interpreted under Indian Laws.
27	Force Majeure	<p>Force Majeure shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Contract, was not attributable to error or negligence on their part (or of their partners, contractors, agents or employees), and could not have been avoided by the exercise of due diligence.</p> <p>Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results due to Force Majeure like Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the control of parties that have arisen after the award of the present contract. This would also include Pandemic situation/lock down imposed.</p> <p>Defects in equipment or material or delays in making them available, labour disputes, strikes or financial problems cannot be invoked as Force Majeure by the defaulting Party. The Party invoking Force Majeure shall notify the other without delay, stating the nature, likely duration and foreseeable effect, and take any measure to minimise possible damage.</p> <p>As soon as possible after the occurrence of any event constituting Force Majeure, but no later than ten (10) days, the bidders shall give notice and full particulars in writing to the MPEDA of the Force Majeure. If the Contractor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract, the MPEDA may terminate the Contract / PO with immediate effect by providing written notice to the bidder.</p>

## 9. Specific Conditions of Contract

### 9.1. Time Limits prescribed

Sl. No	Activity	Time Limit
9.1.1.	Delivery& Installation period	6 weeks from date of acceptance of Purchase order

9.1.2.	Comprehensive warranty period	3 years for ELISA Analyzer
9.1.3.	CMC/AMC period (Not taken for evaluation)	5 years
9.1.4.	Frequency of visits to all User lab concerned during Warranty/CMC or AMC	One visit every 6 months (2 visits in a year) for periodic/preventive maintenance and unlimited repairs/break down calls.
9.1.5	Frequency of payment of CMC or AMC charges	50% advance payment after getting invoice from service provider and balance 50% amount after completion of CMC/AMC period after adjusting penalty amount if due to non attending PM or BD calls.
9.1.6	Submission of Performance Security and entering into contract	10 days from the date of issuance of Letter of Intent
9.1.7	Payment Installments of Price of equipments and ratio	50:47:3 (50 % Payment against Delivery, 47 % Payment against Installation and Commissioning of equipment and balance 3 % will be retained as performance security (if PBG is not submitted)
9.1.8.	Time for making payments by Tender Inviting Authority	Within 30 days from the date of submission of proper documents
9.1.9.	Maximum time to attend any repair call	Within 48 hours
9.1.10	Training	<ol style="list-style-type: none"> <li>1. Installation Training: 3 Personnel/lab</li> <li>2. Operational/Method Validation: 3 Personnel/lab for min one week</li> <li>3. Trouble shooting training minimum 2 days in 3 occasions in a year during 5 years.</li> </ol>

## 10. General Conditions of Contract

### 10.1. Earnest Money Deposit (EMD):

10.1.1. In order to ensure maximum number of competitive tenders and to avoid indication of the price quoted, a fixed Earnest Money Deposit (EMD) for the estimated cost of the equipments tendered is adopted.

Table:10		
SI No	Laboratory Equipment	Total Amount
1	Fully <b>automated</b> ELISA analyzer	500000.00

## **10.2. Evaluation of Tender**

10.2.1. Bid Evaluation Committee:

10.2.2. The commercial terms and documents submitted as part of the technical bids shall be scrutinized by a Bid Evaluation Committee constituted by the MPEDA.

10.2.3. The Bid Evaluation Committee may also verify the veracity of claims in respect of the known performance of the equipment offered, the experience and reputation of tenderer in the field, the financial solvency etc.

10.2.4. The decisions of the Bid Evaluation Committee on whether the tenders are responsive or non-responsive or requiring clarifications will be intimated to respective bidders.

10.2.5. **Technical Committee:**

10.2.6. The demonstration shall be conducted by a Committee called the 'Technical Committee' in which external experts from other Institutions may also be present.

10.2.7. The composition of technical committee may vary with the type of the equipment tendered.

10.2.8. The decisions of the technical committee will also be intimated.

10.2.9. **Financial Committee:**

10.2.10. In case of major purchases, the decisions of the Bid evaluation Committee/Technical Committee will be further scrutinized by the Purchase Committee. In such cases, the decisions of the Purchase Committee will also be published.

10.2.11. A tenderer, at any stage of tender process or thereafter, in the event of being found after verification by the MPEDA, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed.

10.2.12. The MPEDA's decisions on the tender submitted shall be based on the decisions taken by the various committees and otherwise as per the clauses as mentioned above.

10.2.13. Arithmetical errors shall be rectified on the following basis: If there occurs a discrepancy between words and figures, the amount in words shall prevail and the offer shall stand corrected to that effect. If the tenderer does not accept the correction of errors, his offer shall be rejected. The MPEDA may waive any minor infirmity or non-conformity or irregularity in an offer, which does not constitute a material deviation, provided that the same shall not be prejudicial to the interest of the organization or other tenderers.

### 11. Technical Bid Evaluation & Scoring Pattern:

Sl.No	Criteria	Max Score
1	Overall judgment of the equipment	25
2	No of installation in India (Food Testing) other than MPEDA (1 point / installation)	10
3	Application Support in fish and fishery products. (Peer reviewed papers/application note shall be submitted – 1 point per paper/application note).	4
4	24x7 Online/ Tele Service Support. (Yes-5 Point, No-0 point)	5
5	System Type (Open- 10/ Proprietary-0)	10
6	Number of service engineers in respective State (one point per engineer)	6
7	Technical Competence as per the Performance Sheet. ( <b>Annex VIII</b> )	40
<b>Total</b>		<b>100</b>

Those bidders **scoring marks above 70** in the technical bid evaluation shall only be considered for financial bid comparison.

### 12. Selection Method &Criteria

- a. **Technical Weightage ( $S_t$ ):** The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

$S_t = T * 0.70$  where T is the Technical score awarded to the bidder as per

Technical Evaluation Criteria.

- b. **Financial Weightage ( $S_f$ ):** The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by

$S_f = 30 \times (F_m/F)$  ( $F_m$ = Lowest bid offer; F = bid value quoted by individual bidder).

Final Score= Technical Score+ Financial Score

**FORMAT FOR OPTIONAL ITEMS**  
(to be included in price bid separately)

Name of the Instrument					
SI No	Item	Part number	Unit price (specify currency*)	Total price	Remarks
1	<b>Filters</b> :( other than 450nm & 630 nm, for reading 24, 48 or 96-well plates)				
2					
3					
<b>Total Price</b>					

\*Conversion rate for price calculation in rupees.

**Terms & Conditions:**

1. The quoted rate for optional items shall be valid for 3 years
2. The rate quoted shall include 3 years warranty

**Signature of Bidder**  
**Name & Designation**

**Date:**

**Seal**

**FORMAT FOR LIST OF SPARES/ CONSUMABLES REQUIRED FOR 3 YEARS (During  
Warranty) FOR Fully Automated ELISA Analyzer**

SI No	Item	Part number	Periodicity of replacement/ (based on number of wells, hours etc) whichever is applicable	Quantity required	Unit price (Rs.)	Total price (Rs.)	Remarks
<b>Spares:</b>							
1							
2							
3							
4							
5..							
...(add)							
<b>Total Price</b>							
<b>Consumables:</b>							
1							
2							
3							
4							
..(add)							
<b>Total Price</b>							

**Terms & conditions:**

1. Consumables required for a year only, shall be supplied at the beginning of that calendar year. List of the same shall be provided for our records.
2. Required spares shall be readily available to minimize the breakdown period of the instrument.
3. During warranty period, we hereby certify that any item as and when required and not listed above, irrespective of periodicity, shall be borne by our assigns and successors.

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal**

**WARRANTY CERTIFICATE**

***(to be submitted qualified bidder before installation)***

We Warrant that all the machines, equipments and accessories supplied by us under the Purchase order bearing No. \_\_\_\_\_ Dated \_\_\_\_\_ , shall be brand new, free from all defects - patent or latent and faults in materials, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established and generally accepted standards for material of the type ordered and shall be in full conformity with the specifications, drawing or samples and shall operate properly. We shall be fully responsible for its efficient performance. This Warranty shall survive irrespective of any payment or acceptance of the goods but shall expire after (except in respect of complaints and all manufacturing defects of which we have been notified prior to such date) **three year** ( from DD/MM/2022 to DD/MM/2025) after the installation and acceptance of equipments by Marine Products Exports Development Authority (MPEDA).

The obligations under the Warranty expressed above shall include all costs relating to labour, spares, maintenance (preventive and unscheduled/breakdown service) and transport charges from site to the manufacturers work place and back and free repair/adjustment or replacement at site or any parts of the equipment which under normal and proper use and maintenance proves defective in design, material or workmanship or fails to conform to the specifications previously given by the MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY (MPEDA) to us. This Warranty shall bind us, our assigns and successors.

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal**

**Annex-IV**

**FORMAT FOR SERVICE & APPLICATION SUPPORT FOR AUTOMATED ELISA ANALYZER**

<b>Sl .No</b>	<b>Locality</b>	<b>Name of the service person</b>	<b>Field of expertise (service or application)</b>	<b>Experience in this firm with same or similar instruments/field</b>	<b>Total Work Experience</b>
1	Bhubaneswar	1)			
		2)			
		3).....			
2	Contai	1)			
		2)			
		3).....			
3	Haroa	1)			
		2)			
		3).....			
4	Balasore	1)			
		2)			
		3) ...			

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal:**

### FORMAT FOR MAINTENANCE CONTRACT

ANNUAL MAINTENANCE CONTRACT AMOUNT IN INR (without tax component)							
Warranty period: 3 years							
SL . NO	LOCALITY	4 <sup>TH</sup> YEAR	5 <sup>TH</sup> YEAR	6 <sup>TH</sup> YEAR	7 <sup>TH</sup> YEAR	8 <sup>TH</sup> YEAR	REMARKS
1	Bhubhaneswar						
2	Contai						
3	Haroa						
4	Balasore						
COMPREHENSIVE /EQUIVALENT ANNUAL MAINTENANCE CONTRACT AMOUNT IN INR (without tax component)							
1	Bhubhaneswar						
2	Contai						
3	Haroa						
4	Baalsore						

#### Terms & conditions:

1. AMC/CMC should include complete system including Computer and software etc
2. At least four preventive maintenance services shall be provided annually.
3. Unlimited breakdown calls shall be attended.
4. Calibration (IPV) of Automatic ELISA analyzer shall be done once in a year (from 4<sup>th</sup> to 8<sup>th</sup> year) with valid & traceable calibration solutions (free of cost) and provide calibration documents.
5. CMC shall include work as well material cost. During CMC no payment will be made other than the quoted amount in CMC.
6. Payment terms as per GFR 2017 Rule 172 1.ii c are applicable.

**Signature of Bidder**

**Name & Designation**

**Date:**

**Seal:**

**FORMAT FOR USER'S LIST**

Sl.No	Model	No of instruments	Complete Address of installed site	Name, Designation, Contact no and email ID	Analytical Scope (Matrix)	Year of installation
<b>Quoted model:</b>						
1						
2						
3						
....						
<b>Other models:</b>						
1						
2						
3						
...						

**Terms & Conditions:**

1. Testimonial/ feedback from end users (preferably for quoted model from similar scope of analysis)-minimum three shall be attached.

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal:**

**FORMAT OF TECHNICAL COMPLIANCE OF SPECIFICATIONS**

Name of Equipment:.....

S. No.	Details of Specifications/ Parts/ Accessories of Tender Enquiry	Specifications of Quoted Model/ Part/ Accessory	Compliance Yes / No	Deviation, if any to be indicated in unambiguous terms (The compliance / Deviation should be supported by relevant Technical Literature)	Technical Justification for the Deviation, if any. If specification is superior / inferior than asked for in the enquiry, it should be clearly indicated in the justification
1					
2					
3					
....					

**Terms & Conditions:**

1. Bidder may offer any number of models (Though the specifications given are of basic and general in nature, preference will be given for selection of higher-end versions. Therefore, bidders are advised to quote for different models), of the equipment. In such cases, the Technical Compliance statement must be enclosed for each and every model separately.
2. If the Bidder fails to enclose the compliance statement, the bid is likely to be rejected.

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal:**

**FORMAT FOR PERFORMANCE SHEET**

**LINEARITY, REPEATABILITY & REPRODUCIBILITY TEST & PIPETTING PRECISION**

**A) Linearity details: Two different kits (any make)**

Name of analyte:	Chloramphenicol	Expiry Date :	
Name of the ELISA Kit Used:		Filter Used:	
Batch No: and Lot No of the Kit:		Number of replicates:	Three

Date:..... Start Time:..... End Time:.....					
S. No	Concentration (ppb)	Absorbance	Relative Absorbance % (B/Bo)	% CV	Remarks
1	Blank				R <sup>2</sup> =
2					
3					
4					
5					
6					

Name of analyte:	Chloramphenicol	Expiry Date :	
Name of the ELISA Kit Used:		Filter Used:	
Batch No: and Lot No of the Kit:		Number of replicates:	Three

Date:..... Start Time:..... End Time:.....					
S. No	Concentration (ppb)	Absorbance	Relative Absorbance % (B/Bo)	% CV	Remarks
1	Blank				R <sup>2</sup> =
2					
3					
4					
5					
6					

Remarks: Furnish calibration details including graph for minimum two kits

**B) Repeatability & Reproducibility Test:**

Name of analyte:	Chloramphenicol (0.15ppb)	Expiry Date :	
Name of the ELISA Kit Used:		Filter Used:	
Batch No: and Lot No of the Kit:		Number of replicates:	Seven

1 <sup>st</sup> Occasion: Date:..... Start Time:.....End Time:....			
Sl.No	Well	Absorbance	Obtained Conc
1	1 <sup>st</sup>		
2	2 <sup>nd</sup>		
3	3 <sup>rd</sup>		
4	4 <sup>th</sup>		
5	5 <sup>th</sup>		
6	6 <sup>th</sup>		
7	7 <sup>th</sup>		
Mean			
Standard Deviation			
% RSD			

2 <sup>nd</sup> Occasion: Date:.....Start Time:.....End time:....			
Sl.No	Well	Absorbance	Obtained Conc
1	1 <sup>st</sup>		
2	2 <sup>nd</sup>		
3	3 <sup>rd</sup>		
4	4 <sup>th</sup>		
5	5 <sup>th</sup>		
6	6 <sup>th</sup>		
7	7 <sup>th</sup>		
Mean			
Standard Deviation			
% RSD			

**C) Pipetting Precision:**

Name of analyte:	Chloramphenicol (0.15ppb)	Expiry Date:	
Name of the ELISA Kit Used:		Filter Used:	
Batch No: and Lot No of the Kit:		Number of replicates:	Seven

Date:..... Start Time:.....End Time:.....			
Sl.No	Well	Absorbance	Obtained Conc.
1	Same well		
2			
3			
4			
5			
6			
7			
Mean			

<b>Standard Deviation</b>		
<b>%RSD</b>		

**Terms & conditions:**

1. Please specify Kit details clearly with lot no.
2. Occasions shall be on different day on quoted instrument only.

**Enclosures:**

All the data shall be supported with the following documents (Hard copy & soft copy both in PDF & excel format):

1. Calibration data kit wise
2. Calibration graph kit wise
3. Certificate of analysis of ELISA Test Kit
4. Details of preparation of standard (stock & working standard solution) if any
5. Details of instrument used (copy of relevant portion of IQ, OQ & PQ).

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal**

**FORMAT FOR LIST OF INDIGENOUS ITEMS FOR AUTOMATED ELISA ANALYZER  
FOR 3 YEARS (During Warranty)**

SI No	Item	Part number (if any)	Periodicity of replacement (if any)	Quantity required	Unit price (₹)	Total price (₹)	Remarks
1							
2							
3							
4							
5..							
(Add)							
<b>Total Price</b>							

**Terms & conditions:**

1. Items/ Consumables required for a year only, shall be supplied at the beginning of that calendar year. List of the same shall be provided for our records.
2. Required spares shall be readily available to minimize the breakdown period of the instrument.
3. During warranty period, we hereby certify that any item as and when required and not listed above, irrespective of periodicity, shall be borne by our assigns and successors.

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal**

**MANUFACTURER'S OFFER FORM**  
(to be submitted by manufacturers )

No.:

Date:

To

The Joint Director (QC)  
Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA

Dear Sir,

Tender No :  
Equipment Name :

1. We ..... (name of the manufacturer) declare that we are the original manufacturers of the above equipment having registered office at ..... (full address with telephone number/fax number & email ID and website), and having factories at .....
2. No company or firm or individual have been authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We hereby declare that we are willing to provide guarantee/warranty and after sales service during the period of warranty/CMC/AMC as per the above tender.
4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the quantity of the equipments tendered within the stipulated time.

(Name) for and on behalf of M/s. ....

Date:

(Name of manufacturers)

Place:

**Note:** This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**MANUFACTURER'S AUTHORISATION FORM**

*(to be submitted by authorized dealers/representatives/importers)*

No.

Date:

To

The Joint Director (QC)  
Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA

Dear Sir,

Tender No : \_\_\_\_\_

Equipment Name : \_\_\_\_\_

1. We ..... (name of the OEM) are the original manufacturers of the above equipment having registered office at ..... (full address with telephone number/fax number & email ID and website), having factories at and \_\_\_\_\_, do hereby authorize M/s. (Name and address of tenderer) to submit tenders, and subsequently negotiate and sign the contract with you against the above tender no.....
2. No company or firm or individual other than M/s.....are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We also hereby undertake to provide full guarantee/warranty /CMC/AMC as agreed by the tenderer in the event the tenderer is changed as the dealers or the tenderer fails to provide satisfactory after sales and service during such period of Comprehensive warranty/CMC/AMC and to supply all the spares/reagents during the said period.
4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the quantity of the equipments tendered within the stipulated time.

(Name)  
for and on behalf of M/s.

.....  
Date:  
Place:

(Name of manufacturers)

**Note:** *This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.*

**POWER OF ATTORNEY**

*(On a Stamp Paper of relevant value)*

I/ We.....(name and address of the registered office) do hereby constitute, appoint and authorise Sri/Smt .....(name and address) who is presently employed with us and holding the position of ..... As our attorney, to act and sign on my/our behalf to participate in the tender no..... for ..... (Equipment Name).

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt..... undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the .....day of 2022 For

(Name, Designation and Address)

Accepted

(Signature) (Name, Title and Address of the Attorney)

Date :

**DECLARATION FORM**

(To be given on Company Letter Head)

Date:

To,

The Joint Director (QC)  
Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No .....

Name of Tender / Work:

.....

Dear Sir,

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

.....  
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to \_\_\_\_\_ (including all documents like Annex(s), table(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 also 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 totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)

**OFFER FORM**

Having examined and accepting the conditions of the tender document no ..... we here by submit this offer for the supply & installation of .....conforming the detailed technical specification mentioned in section IV of the tender document. The details of the equipment offered are as follows.

Sl. No.	Name of the Equipment	Model	Original Equipment Manufacturer
1			

Date:

Office seal

Signature of the tenderer/Authorized signatory

**GENERAL INFORMATION ABOUT THE TENDERER**

1	Name of the Tenderer			
	Registered address of the firm with GSTIN			
	State		District	
	Telephone No.		Fax	
	Email		Website	
<b>Contact Person Details</b>				
2	Name		Designation	
	Telephone No.		Mobile No.	
<b>Communication Address</b>				
3	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	
<b>Type of the Firm ( Please ✓ relevant box)</b>				
4	Private Ltd.		Public Ltd.	
	Partnership		Society	
	Registration No. & Date of Registration.			
<b>Nature of Bussiness ( Please ✓ relevant box)</b>				
5	Original Equipment Manufacturer		Authorized Dealer /Representative	
	Direct Importer		Others, specify.	
<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc. )</b>				
6	in case of Directors, DIN Nos. are required			
	Name		Designation	
	Name		Designation	
<b>Bank Details</b>				
7	Bank Account No.		IFSC Code	
	Bank Name & Address		Branch Name	
	Tel No		Email ID	
	PAN Card No			
8	Whether any criminal case was registered against the company or any of its promoters in the past?			Yes / No
9	Other relevant Information provided * (here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)			
Date:		Office Seal		Signature of the tenderer / Authorised signatory

## CHECK LIST FOR BIDDER

Name of the Bidder:.....

Sl. No.	Particulars	Document attached	Page No.
A	Signed copy of <b>DECLARATION FORM</b> as per the format <b>Annex XIII</b>	Yes/No	
B	Tender Fee ₹. _____ DD No _____ Date: _____	Yes/No	
C	EMD- ₹. _____: DDNo. _____ Date: _____	Yes/No	
D	Technical bid with following Annexes: <b><u>COVER A</u></b>	Yes/No	
	1. Annex-I Format for Optional Items (without price)	Yes/No	
	2. Annex-II -List of Consumables required for 5 Years without price	Yes/No	
	3. Annex-III: Warranty Certificate	Yes/No	
	4. Annex-IV: Service & Application Support	Yes/No	
	5. Annex-V: Maintenance Contract	Yes/No	
	6. Annex-VI User's List	Yes/No	
	7. Annex-VII Technical Compliance of Specifications	Yes/No	
	8. Annex-VIII Performance Sheet	Yes/No	
	9. Annex-IX Format For List of Indigenous Items	Yes/No	
	10. Annex-X Manufacturer's offer Form	Yes/No	
	11. Annex-XI Manufacturer's Authorisation Form	Yes/No	
	12. Annex-XII Power of Attorney	Yes/No	
	13. Annex XIV Offer Form	Yes/No	
	14. Annex XV General Information about the tenderer	Yes/No	

	15. All Above Documents in Soft Copy (Excel and PDF) in CD/DVD / Pendrive with proper label	Yes/No	
E	Financial bid as per the BoQ <b><i>(to be submitted in separate envelope ) COVER B</i></b>	Yes/No	

**Signature of Bidder  
Name & Designation**

**Date:**

**Seal:**