



**GOVERNMENT OF GOA**  
**Police Department**  
**Near Azad Maidan, Panaji – Goa**

**Tender No: 2/16-17/FSL/VRN/CH-GL-01/490**

**Dated: 05/08/2016.**

**TERMS & CONDITIONS**

**Name of the Work: "Supply of LOW- COST EQUIPMENTS for Goa State Forensic Science Laboratory, Verna, Goa, India".**

**Note :- If any Column is left blank, it will be considered as incomplete tender and such tender is liable to be rejected.**

Sl. No.	Terms And Conditions		
	<b>TECHNICAL AND FINANCIAL BID TO BE SENT SEPARATELY</b>		
1	E-Tenders are invited from the manufacturers or their authorized dealers by the Director General of Police, Panaji- Goa, upto 16.09.2016 at 11.00 A.M. for the "Supply of LOW- COST EQUIPMENTS for Goa State Forensic Science Laboratory, Verna, Goa, India".		
2	The tender with terms and conditions and list of the items required can be downloaded from <a href="http://www.etender.goa.gov.in">www.etender.goa.gov.in</a>		
3	<b>REQUEST FOR PROPOSAL DATA SHEET:</b>		
	<b>Sl. No.</b>	<b>INFORMATION</b>	<b>DETAILS</b>
	1	Publishing of Request for proposal through e-tender	09.08.2016
	2	Cost of the Tender Document	Rs. 6000/-
	3	Tender Processing Fee	Rs.1,500/-
	4	Earnest Money Deposit (EMD)	(1) Rs.11,250/- for Demineralisation/Distillation Plant (Ultra Pure Water System). (2) Rs. 1875/- for Hot Air Oven. (3) Rs.2750/- for Electronic Balance with Cabinet. (4) Rs.7500/- for Muffle Furnace. (5) Rs.1375/- for Hotplate and Magnetic Stirrer. (6) Rs.3000/- for UV Torch (7) Rs.1750/- for Digital Melting Point Apparatus.
	5	Last date (deadline) for Application of proposals in response to Request for Proposal notice	<b>16.09.2016 at 10.00 hours</b>
	6	Last date (deadline) for Submission of proposals in response to Request for Proposal notice	<b>16.09.2016 at 11.00 hours</b>

	7	Place, Time and Date of opening of Technical bid received in response to the Request for Proposal notice	<b>At Goa State Forensic Science Laboratory, Near Verna Police Station, Verna, Salcete – Goa, on 19.09.2016 at 12.00 Noon.</b>
	8	Place, Time and Date of opening of Financial bid received in response to the Request for Proposal notice	<b>Will be intimated later</b>
	9	Contact Person for queries	<b>OSD/Consultant, Goa State Forensic Science Laboratory, Verna, Goa. Mobile No. -7875756295</b>
	10	Addressee and Address at which proposal in response to the Request for Proposal notice is to be submitted	<b>Superintendent of Police (Crime), Goa State Forensic Science Laboratory, Near Verna Police Station, Verna, Salcete - Goa -403722. Ph: (0832-2782170/71)</b>
The tender fees shall not be refunded even if the bid is not submitted.			
4	<b>Availability of Tender Documents</b>	Tender documents can be downloaded from <a href="http://www.etender.goa.gov.in">www.etender.goa.gov.in</a>	
		For the detailed Tender Notice and for participation in e-tender please visit our e-tender website <a href="http://www.etender.goa.gov.in">www.etender.goa.gov.in</a>	
		The bidders are expected to examine all instructions, forms, terms and other information in the Request for Proposal documents. Failure to furnish all information required as mentioned in the Request for Proposal documents or submission of a proposal not substantially responsive to the Request for Proposal documents in every respect shall be at the bidder's risk and shall result in rejection of the proposal and forfeiture of the bid.	
	<b>Registration of vendors</b>	The vendors are required to get registered with <a href="http://www.etender.goa.gov.in">www.etender.goa.gov.in</a> . The intending bidder shall have valid digital signature to submit the bid.	

	<b>Earnest Money Deposit, Tender Fee &amp; Tender Processing Fee</b>	<p>On the e-tender website, minimum EMD of Rs.1375/- for Hotplate and Magnetic Stirrer has been displayed. In case, the tenderer desires to participate for more equipments, then the tenderer should make payment of EMDs of respective equipments as mentioned at Sr.No.3 (4) above, as a whole by adding up corresponding EMDs.</p> <p>Mode of Payment towards Tender Document Fee(TDF), eTender Processing Fee(TPF) &amp; Earnest Money Deposit(EMD) to be paid online through e-Payment mode via :</p> <p>i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS) / Axis Bank Over-the-counter (OTC). Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.</p> <p>ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MATERCARD or RuPay.</p> <p>iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.</p> <p><i>Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.</i></p>
5	The nationality of the tenderer shall be specifically mentioned in the tender.	
6	Two bids are to be submitted as follows:-	
	(a) Technical Bid: Technical Bid shall contain only technical specifications along with the Tender Fee, e Tender Processing Fee and Earnest Money Deposit (EMD). No commercial information that may have any financial implications shall be mentioned in the Technical Bid.	
	(b) Financial Bid:- Financial Bid shall be verbatim the same as technical Bid, but it shall also contain cost of equipments and other accessories including financial terms and conditions.	
7	Tenders submitted without the Tender Fee, e-Tender Processing Fee and Earnest Money Deposit as above are liable to be rejected.	
8	(a) Following categories of manufacturers/suppliers are exempted from payment of Earnest Money Deposit :-	
	(i) Government & Semi Government undertakings.	
	(ii) SSI units permanently registered with the Director of Industries, Goa, for the items that are manufactured by them.	
	(iii) SSI units registered with NSIC located anywhere in the country for the items manufactured by them.	
	(b) The Manufacturers/Suppliers claiming exemption from payment of EMD should produce the necessary Registration Certificate from the appropriate authority.	
9	The tenders shall be submitted as per the model attached, in the tenderer's letterhead and each page shall carry the name and the signature of the tenderer.	
10	The tender shall be neatly typed. Handwritten quotations shall not be considered. Any instructions given at the foot note of the list/specification shall be strictly followed.	
11	The rates quoted shall be firm and no claim for the price variation on any account shall be considered.	
12	The rates shall be quoted F.O.R. destination, Goa State Forensic Science Laboratory, Verna- Goa, 403722. Rates quoted should be valid for six months from the date of opening of the tender.	

13	Make/Brand and the name of the manufacturer along with address, Country of origin, mode of shipment, copies of the relevant technical literature and currency in which rates are quoted are to be mentioned. Manufacturers/Suppliers/Tenderers who are having ISO 9001/9002:1994 accreditations shall indicate the same in their tender.		
	(i)	Make/Brand	
	(ii)	Name of Manufacturer	
	(iii)	Address of Manufacturer	
	(iv)	Country of Origin	
	(v)	Mode of Shipment	
	(vi)	Relevant Technical Literature	
	(vii)	Currency in which rates are quoted	
	(viii)	ISO accreditations for Manufacturers/Suppliers/Tenderers, if any.	
14	The principal manufacturer only shall submit the tenders. However, if tenders are submitted by authorized dealers, it shall be acceptable only in case they attach latest and valid authorization letter of their Principal manufacturer indicating that they are authorized to quote on behalf of their Principal manufacturer and are fully equipped to render after sale service during warranty period and thereafter.		
15	This office shall not be responsible for any delays in submission of EMD. Earnest Money Deposit (EMD) received after due date and time shall be summarily rejected. Fax/E-mail tenders shall not be considered.		
16	Tenders shall be opened at 12.00 noon on 19/09/2016 in the presence of the tenderers or their authorized representatives who wish to be present. Technical bid shall be opened first. The Financial bid of only those tenderers who fulfil the requirements of the Technical bid shall be opened subsequently. Date of opening of Financial Bid will be communicated separately. Incomplete tenders shall be rejected.		
17	Tenders which are not accompanied by the following documents shall not be considered :-		
	a) Income tax and sales tax clearance certificate of the tenderer from Competent Authority..		
	b) In case of manufacturer, certified copies of the manufacturing licenses issued by the competent authority.		
	c) In case of authorized dealer/ stockist/ Agent, authorization letter from the concerned Principal manufacturer shall be submitted.		
	d) Certified copies of Certificate of Incorporation of the Company and Article of Association and Memorandum of Association.		

	e) The leaflet/ specifications of the Equipment/Instrument along with the make shall be attached.
18	Earnest Money Deposit of unsuccessful tenderer shall be refunded once the tender is finalised in favour of a successful tenderer.
19	<b>PRE QUALIFICATION CRITERIA:</b>
	(a) The invitation for bids is open to all registered entities who fulfill prequalification criteria as specified below:-
	(i) Bidders declared by the Goa State Forensic Science Laboratory to be ineligible to participate for, unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
	(ii) Bidders declared blacklisted/ ineligible to participate for bidding during last five years by any State/ Central Government or Public Sector Undertaking due to corrupt, fraudulent or any other unethical business practices shall not be eligible.
	(iii) Breach of any general or specific instructions for bidding, general and specific conditions of contract with the State of Goa or any of its other client organizations during the past 5 years shall render the tenderer ineligible to participate in bidding process.
	(b) The participant shall also satisfy all criteria detailed below:
	(i) The Bidder shall have a proven track record of supplying the equipments for at least three State/Central Government Departments or Public Sector Undertaking. Necessary Certificate supporting this Clause shall be enclosed along with the technical bid.
	(ii) Tenders received without the copies of Income Tax and Sales/Value Added Tax Clearance Certificates issued by the concerned authorities shall be liable to be rejected.
20	<b>Supplementary Information/Corrigendum/Amendment to the Request For Proposal:</b>
	i. If the Director General of Police, Goa deems it appropriate to revise any part of this Request for Proposal or to issue additional data to clarify an interpretation of the provisions of this Request for Proposal, it may issue supplements/corrigendum to this Request for Proposal. Such supplementary information shall be communicated to all the bidders by e-mail or fax and also shall be made available on <a href="http://www.etender.goa.gov.in">www.etender.goa.gov.in</a> . Any such supplement shall be deemed to be incorporated by this reference into this Request for Proposal.
	ii. At any time prior to the deadline or time as extended by the Director General of Police, Goa for submission of bids, the Director General of Police, Goa for any reason, whether at his own initiative or in response to clarifications requested by prospective bidder, the Director General of Police, Goa, may modify the Request for Proposal document by issuing amendment(s). All bidders shall be notified of such amendment(s) by publishing on the websites and these shall be binding on all the bidders.
21	<b>The financial terms and conditions :</b>
	(A) Equipments manufactured abroad:-
	(i) Prices quoted shall include Carriage and Insurance Paid, Goa by Air and delivery to Goa State Forensic Science Laboratory at Verna, Goa. Insurance & Freight charges shall also be quoted.
	(ii) Terms of payment with regard to Irrevocable Letter of Credit in favour of Supplier excluding their agency commission, if any, shall be clearly specified.

	(iii) Payment of local currency portion shall be payable in equivalent of Indian Rupees, within 30 days after acceptance of the items and also after compliance of all Terms and Conditions of our order related to it.
	(B) Equipments manufactured within India:-
	(i) The price of equipments quoted ex-works shall include all duties and taxes freight handling, forwarding, Installation, commissioning already paid.
	(ii) The percentage of VAT and other taxes like excise duty, service tax which shall be payable on the equipments shall be indicated.
	(iii) The cost of inland transport, insurance and other local services for delivery of equipments at our premises shall be indicated.
22	<b>Conditions of Supply:</b>
	a) The successful tenderer shall furnish the security deposit equivalent to 15% of the total value of the cost of the items ordered within 07 days of letter of acceptance of supply order for the due performance of the contract / supply order, in the form of Bank Guarantee drawn on any Nationalised Bank in favour of the Director General of Police, Panaji-Goa, which shall be returned by the Government to the tenderer after a period of one year from the date of actual Completion of supply and satisfactory commissioning of the system and other articles.
	b) If the successful tenderer does not pay the security Deposit and sign the contract within the time fixed by this Department, the order shall be treated as cancelled and the Earnest Money Deposit shall be forfeited in favour of the Government, without any further notice.
	c) On acceptance of Supply order, the successful tenderer has to enter into an agreement with the Government of Goa within fifteen days.
	d) The delivery of the goods shall be made within a period of 45 days from the receipt of the order, failing which the order shall be treated as cancelled without further notice and Security Deposit shall be forfeited in favour of the Government. No advance payment or negotiation of documents through bank shall be accepted.
	e) The supplier shall insure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee and the Government shall not be responsible for the damage or pilferage of goods during transit.
	f) Parcel of Equipments, Instruments supplied shall be opened and shown item wise to the satisfaction of the technical staff of this Department. No extra claim shall be entertained on this account.
	g) The warranty period for the equipment quoted shall be for a minimum period of two (02) years comprehensive from the date of installation, commissioning, demonstration and its satisfactory acceptance. This shall also include in-house training to staff.
	h) The tenderer shall be responsible for after sale service during the warranty period and thereafter. This shall be mentioned clearly in the technical bid.
	i) Annual Maintenance Contract:- The tenderer shall specify the Annual Maintenance Contract charges after the warranty period for a further period of three (03) years/ extended warranty.
23	The items which are not according to the quality and specifications or damaged in transit shall not be accepted and supplier shall make his own arrangements to take back the rejected goods at his own cost.

24	The release of the payment shall be done on BILL basis after the receipt of consignment in good condition. Alternatively, depending upon the value and foreign exchange regulations, the payment can also be considered through sight draft/ irrevocable Letter of Credit through Bank of India, Patto Plaza Branch, Panaji, Goa, India or any other authorized bank for the order value excluding the Indian Agency Commission.
25	Tenderers who do not agree with the above terms and conditions may not submit their tenders.
26	The Director General of Police, Goa reserves the right to accept or to reject any or all tenders without assigning any reasons thereof.
27	Arbitration: In the event of any dispute or difference arising out of or in any way relating to or concerning this tender or effects of this tender, the same shall be referred to the sole arbitration of a person to be appointed by the Secretary to the Government of Goa, Home Department. The tenderer shall not raise any objection to such appointment on the ground that such sole arbitrator is a Government Servant or that in the course of his duties as such Government Servant he had expressed views on all or any of the matters in dispute or difference. In the event of such arbitrator being transferred or vacates his office or refuses or is unable to act as such for any reason whatsoever, it shall be open to the Secretary to the Government of Goa, Home Department, to appoint another person in his place. The arbitrator may, with the consent of both the parties to these presents extend the time for making the award. The award of the arbitrator shall be final and binding on the parties to these presents. Save as aforesaid, the arbitration and Conciliation Act, 1996 (Central Act 26 of 1996) and the rules made thereunder shall apply to the arbitration proceedings under this clause
28	The Government/Director General of Police reserves the right to amend or omit any of the terms and conditions contained herein or add any other terms or conditions as it may deem fit at the time of signing of the Agreement with the successful tenderer.

**"This is a digitally Signed Document"**