





विधा सर्वत्र गौरवा

Department of Plant Pathology  
N. M. College of Agriculture,  
Navsari Agricultural University,  
Navsari-396450, Gujarat  
(  **02637-282766 Ext. 1210**)

Tender Document

For

**SUPPLY OF SCIENTIFIC INSTRUMENT  
“INCUBATOR CUM SHAKER”**

(NMCA/05/2018-19)

From:

To,  
Prof. and Head,  
Department of Plant Pathology,  
N. M. C. A. Navsari Agricultural University,  
Navsari 396 450, Gujarat

**Subject: Submission of tender for the Supply of Scientific instrument “Incubator cum Shaker” (NMCA/05/2018-19)**

Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice for Purchasing of Supply of Scientific instrument “Incubator cum Shaker” (NMCA/05/2018-19) in accordance with the terms and conditions of such supply and declare as under:-

I/We hereby offer to supply the instrument to Department of Plant Pathology, N. M. College of Agriculture, Navsari Agricultural University, Navsari in accordance with the terms and conditions, attached herewith.

I/We enclose herewith Tender Fee and EMD in favour of “Assistant Administrative Officer, NMCA Navsari” drawn on State Bank of India, Navsari. [IFSC Code: SBIN0003889 Branch Code No. 3889] with following details.

Particulars	Amount	Amount in Words	DD No. and Date
Tender Fee	1500/-	Rs. Fifteen Hundred only	
E M D		3% of your offer price	

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document. I/We agree to hold this **offer open till 31<sup>st</sup> March, 2019.**

I/We agree that in case of dispute, if any, the decision of **The Purchase Committee**, Department of Plant Pathology, N. M. College of Agriculture, Navsari Agricultural University, Navsari – 396 450 shall be final and binding upon me/us.

Signature of bidder  
(With Stamp, Name and Designation)

COMPANY DETAILS		
1	Name of the Party/Company	:
2	Registration No.  (Company/Industry/Shop etc)	:
3	Address of the Party/ Company  (Electricity or telephone bill, not older than 3 months or recent municipal tax receipt)	:
4	Phone No  Mobile No  Fax No  Working email address	:
5	PAN card No  (Photo Copy Must be attached)	:
6	GST  (Photo Copy Must be attached)	:

Date: \_\_\_\_\_

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Signature of bidder

(With Stamp, Name & Designation)



## Terms and Conditions of the Tender for Supply of Incubator cum Shaker (NMCA/05/2018-19)

**We agree to abide by all the terms and conditions of rate contract mentioned in this tender document.**

01.	Tender form is to be submitted along with <b>Tender Fees</b> in the form of Demand Draft ( <b>Rs. 1500/- Non-refundable</b> ) and <b>Earnest Money Deposit</b> in the form of Demand Draft ( <b>this will be 3% of the offer price - Refundable</b> ) in favor of <b>The Assistant Administrative Officer, N.M.C.A., N.A.U., Navsari, Gujarat.</b>
02.	The last date for tender submission is on <b>08/12/2018</b> before <b>05:00 PM</b> and offered price will be valid up to 31.03.2019 <b>F.O.R.</b> at Navsari.
03.	<p><b>The tender form must be submitted with following documents.</b></p> <ul style="list-style-type: none"> <li>a) Terms and conditions on Rs. 100/- Non-Judicial Stamp with seal and signature on each page / Letter head.</li> <li>b) Company detail with proper seal and signature of authorized person,</li> <li>c) Last year's Income Tax Return document (A.Y. 2017-18),</li> <li>d) Valid Registration Certificate of bidder's firm. (Shop Act Registration certificate/Partnership deed / Memorandum of article/Registration of firm/Small scale Industry registration, any one along with GST certificate) as well as current address proof (electricity or telephone bill, not older than 3 months or recent municipal tax receipt, any one).</li> </ul>
04.	<p><b>Amendment of tender document</b></p> <ul style="list-style-type: none"> <li>a) The parties are expected to examine all instructions, forms, terms and requirements in the tender document. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the party's risk and may result in the rejection of the bid.</li> <li>b) At any time prior to the last date purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective party, modify the tender document by an amendment.</li> <li>c) The amendment will be notified through website (<a href="http://www.nau.in">www.nau.in</a>), so all the bidders are requested to frequently visit the Navsari Agricultural University website.</li> </ul>
05	<p><b>Selection of Bidders</b></p> <p>Selection of bidders will be done on the basis of lowest total price of an individual / Group which satisfy all the criteria of demand. Bidders have to bid strictly in the given format.</p>
06	<p><b>Warranty</b></p> <ul style="list-style-type: none"> <li>a) The parties should warrants that the Goods supplied under this tender are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the tender. This warranty shall remain valid for a period as per prevailing company warranty on the model after the Goods or any portion thereof as the case may be, have been delivered, commissioned and accepted at the final destination.</li> <li>b) If the Supplier, having been notified, fails to correct the defect(s) within the stipulated period of working 5 days, the Purchaser may proceed to take such remedial action as may be necessary, at the party's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</li> </ul>

07	<p><b>Taxes and Other Charges</b></p> <p>a) The successful party shall be entirely responsible for all taxes, duties, license fees, demurrage charges etc., in respect of this contract and provisions of Income tax Act regarding deduction of tax at source shall apply.</p> <p>b) Travel expenditures of man power for installation and maintenance during warranty period will not given by Navsari Agricultural University.</p>
08	<p><b>Terms of Payment</b></p> <p>a) The full payment for the instrument will be done only after installation and demonstration of instrument at designated site.</p>
09	<p><b>Rights</b></p> <p>a) Right is reserved to accept or reject any or all tender without assigning any reasons by NAU.</p>
10	<p><b>Purchase / Purchase Quantity</b></p> <p>As purchaser is government organization, the purchase process/purchase quantity is depending upon fund availability, in case of grant issues either whole purchase process or some quantity may be drop.</p>
11	<p><b>Security Deposit:-</b> Successful bidders have to deposit 5% of ordered price as security deposit in the form of Demand Draft in favour of <b>The Assistant Administrative Officer, N.M.C.A., N.A.U., Navsari, Gujarat.</b> Which is refundable by submitting original deposit receipt after one year of installation.</p>
12	<p><b>Supply, Service and Support</b></p> <p>a) The instrument is to supply at Department of Plant Pathology, N. M. College of Agriculture, NAU, and Navsari with deloading and installation of the instrument at designated site.</p> <p>b) Date of delivery at consignee's site will be considered as the actual date of delivery.</p> <p>c) For Supply and Installation of "Incubator cum Shaker", the dealer/supplier should enclosed Authorization certificate of manufacturing company/firm.</p> <p>d) The supplier must clearly specify make, model number and guarantee / warranty clearly.</p>
13	<p><b>Subject to Navsari Jurisdiction.</b></p>
14	<p>Please write on top of envelope "Tender NMCA/05/2018-19 Incubator cum shaker "and mention clearly sender's name and address.</p>

I/we have gone through all the terms and condition specified above for participation under tender **"NMCA/05/2018-19 Supply of scientific instrument – Incubator cum Shaker"** and agree with all the terms and conditions.

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 Signature of bidder  
 (With Stamp, Name & Designation)

Specification of Incubator cum Shaker	Quantity (Nos)	Price per Unit (Rs.)	Total Amount (Rs.) (Inclusive of all taxes)
As mention in Appendix-A	01		

### Appendix-A - Specification

Sr. No.	Incubator cum Shaker (Orbital Shaking Incubator)	Qty.
1	Manufacturer	01
	Brand name	
	Instrument name	
	Model No.	
	Warranty	
	Guarantee	

**Note:** Below is the list of specification required in the instrument. The last column “compliance” should be filled by bidder against each specification with “yes”- if specification requirement is satisfied and “No” – if specification requirement is not satisfied by the instrument you have offered.

Sr. No.	Specification	Specification requirement in instrument	Compliance Yes/No
1	Temperature range	5 °C to 60 °C	
2	Temperature accuracy	Set temp ± 0.5 °C	
3	Internal volume	200 to 225 liters	
4	Platform size	580mm x 580 mm or higher	
5	Shaking speed	20 to 250 RPM	
6	Display	LCD screen display	
7	Temperature control	Microprocessor with Sensor	
8	Door open alarm	Audio for long time door open	
9	Cabinet illumination	Brightly illuminated lamp	
10	Internal body material	Stainless steel 304 grade or higher	

11	External body material	Powder coated CRCA Steel or higher	
12	Noise level	Less than 65 db	
13	Electrical requirement	220-240 volts, Single phase	
14	Certificate	the said product should meet the requirement of relevant ISO/ BSI /CE standards	

Date: \_\_\_\_\_

**Signature of bidder**  
**(With Stamp, Name & Designation)**



## Checklist

Sr. No.	Document / Certificate	Attached Yes /No	Page No. on Hard copy
1	Tender Fee: Demand draft of Rs. 1500/- (Non-Refundable).		
2	EMD : Demand draft of Rs._____ (3% of offer price)(Refundable)		
3	Terms and conditions on Rs. 100/- non-judicial stamp, duly signed on each page		
4	Company details (only in given tender format)		
5	Sales Tax certificate		
6	Photocopy of PAN card		
7	Address proof of the Party/Company (electricity or telephone bill not older than 3 months or recent municipal tax receipt, any one)		
8	Valid Registration Certificate of bidder's firm. (Shop Act Registration/ Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration, any one).		
9	Income tax return last financial Year (A.Y. 2017-18)		
10	GST certificate copy		

**Note: - All items are mandatory and failure of any, bid is liable to reject.**

### DECLARATION

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate/permission/document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

**Name of the Firm:**

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**Signature of bidder**

**(With Stamp, Name & Designation)**