



बसु बिज्ञान मन्दिर

BOSE INSTITUTE

P-1/12, C.I.T. Scheme VII-M, Kolkata 700 054

BIDDING DOCUMENTS

For Tender Notice No.

BI/T/03/2016-17 dt. 05.10.2016

To be addressed to:

The Sr. Prof. & Incharge, Registrar's Office,
Bose Institute, Centenary Building,
P-1/12, CIT Scheme - VII -M
Kolkata - 700054 (INDIA)



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Ref : BI/T/03/2016-17

Dt. 05.10.2016

INVITATION TO BIDS

Director, Bose Institute, Kolkata, West Bengal, India invites **sealed offers (Single Bid)** from **reputed manufacturers** or their Authorized Dealers for the supply, installation and commissioning of the following items :

General Laboratory Items

Sl.No.	Name of the Instruments	Unit	Bid Security (EMD)
1.	Horizontal Electrophoresis System	01	Rs.1500.00
2.	Western Blot System	01	Rs. 3000.00
3.	Pass Box	03	Rs. 3000.00

- *Details of specifications are enclosed in Annexure - I*

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT (Publishing date)	07.10.2016
2.	Bid Submission closing	03.11.2016 at 14:00 hrs.
3.	Bid opening date	03.11.2016 at 15:00 hrs.
4.	Venue of Bid Opening	Bose Institute, Centenary Building, Adjacent hall of the Seminar room (Annexe Block), P-1/12, CIT Scheme VIIM, Kolkata 700054
5.	Submission of Tender	Tender Box at Purchase Cell, 1 st floor, Annexe Block, Centenary Building, Bose Institute, P-1/12, CIT Scheme VIIM, Kolkata 700054
6.	Demand Draft / Bankers Cheque / Pay order towards Earnest Money Deposit (EMD) as prescribed in the N.I.T. to be submitted against each of the instruments in favour of "Bose Institute, Kolkata" payable at Kolkata.	
Serial no. and name of the instrument shall be mentioned on the envelope positively.		
The Techno-Commercial bids will be opened in the presence of representatives of tenderers who choose to attend. If the date of opening happens to be a holiday, the bids shall be opened on the next working day at the same time. Fax/email bids or Late/Delayed tenders shall not be considered. Only the technically approved bidders will be informed of the date for opening their corresponding price bids.		



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SECTION - A
INSTRUCTION TO BIDDERS

Documents to be submitted :

i.	Bidders' Information Form
ii.	Bid Form
iii.	Techno-Commercial Bid Form
iv.	Manufacturer's Authorization Form
v.	Bidder's Performance Statement Form
vi.	Service Support Details Form
vii.	Technical Compliance Statement Form
viii.	Requisite Registration / Tax Certificate like VAT / TAN PAN, Trade License, CIN etc.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.(i) to (viii) will render the tenderer liable to be rejected.



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<u>GENERAL INSTRUCTIONS</u>
<ul style="list-style-type: none"> The bids would be opened in the presence of the bidders who wish to attend the Bid-opening. However, the representative should bring with them a letter of authority from the corresponding bidders, without which, they are not permitted to attend the bid opening.
<ul style="list-style-type: none"> The acceptance of the quotation will rest with the competent authority of Bose Institute, Kolkata who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations .
<ul style="list-style-type: none"> The offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.
<ul style="list-style-type: none"> Unsolicited / conditional / in complete / unsigned digitally tenders shall not be considered.
<ul style="list-style-type: none"> Prices are required to be quoted in units. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial nos.
<ul style="list-style-type: none"> To assess in the examination / evaluation, comparison and post qualification of the bids, purchaser may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the prices or substance of the bids shall be sought, offered or permitted. Any clarification submitted by the bidder in respect of its bid which is not in response to a request by the purchaser shall not be considered.
<ul style="list-style-type: none"> The Institute is registered with Department of Scientific & Industrial Research, Govt. of India and thus is exempted from Customs/Central Excise duty vide notification no. 10/97 dated 01.3.1997 and 16/2007 dated 01.03.2007. The present details of registration are no. 11/106/1988-TU-V dt. 31.3.2018.
<ul style="list-style-type: none"> The mode of dispatch of the items must be mentioned clearly in the quotation.
<ul style="list-style-type: none"> In case the products are available on DGS&D rate contract, please quote on DGS&D rate contract rates attaching a copy of the RATE CONTRACT.
<ul style="list-style-type: none"> Samples, if called for, shall be submitted free of charge and on no obligation basis.
<ul style="list-style-type: none"> The offered delivery period shall have to be strictly adhered to in case an order is placed.

SECTION B TERMS & CONDITIONS

1. Price :

- Bidders are requested to give their final and best offer. Techno-Commercial Discussions will be held with the Lowest Bidder only, if necessary.
- Vendors, who do not accept our standard commercial terms are liable to be ignored. **A categorical confirmation of acceptance of all our terms and conditions in toto will have to be observed which enable speedy processing of the offers.**
- Pre-conditioned, incomplete offers, not in line with the terms and conditions of the tender documents, are liable to be rejected.

- The price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable.



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- The amount payable on account of Excise Duty and other applicable taxes (VAT/CST/Service) should be mentioned clearly. **If there is no explicit mention of taxes in your offer then quoted price will be deemed inclusive of such taxes. No other charges except those mentioned clearly in the quotation will be paid.**
 - Rates should be quoted FOR, Bose Institute, Kolkata inclusive of packing, forwarding, installation and documentation & commissioning charges etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount/percentage of these charges will NOT be accepted. Such offers shall be treated as incomplete and rejected. **Where there is no mention of packing, forwarding, installation and commissioning, freight, documentation, insurance charges, such offers shall be summarily rejected as incomplete.**
2. **Period of validity of Bids :**
 - Bids shall remain valid at least for 90 days after the date of bid opening prescribed by the Purchaser.
 - In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity.
 3. **Bid Currencies :** To be mentioned in the quote.
 4. **Purchaser's Right to vary Quantities at the Time of Award :** The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. However, the Purchaser reserves the right to call the lowest firm for negotiation in case of increase in quantity.
 5. **Order acceptance :** The successful bidder should submit the acceptance of the Purchase Order immediately but not later than 30 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited.
 6. **Patent Rights :** The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
 7. **Insurance :** The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner
 8. **Transportation :** Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.
 9. **Change Orders :**

- The Purchaser may at any time, by written notice given to the Supplier make changes within the general scope of the Contract in any one or more of the following:
 - Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - The method of shipping or packing;



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- The place of delivery; and/or
- The Services to be provided by the Supplier.
- The delivery schedule
- If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Purchaser's change order.

10. Penalty :

- If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the Percentage. Once the maximum is reached, the Purchaser may consider termination of the Contract.
- The applicable rate is 0.5% per week and the maximum deduction is 5% of the contract price.

11. Applicable Law : The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction at Kolkata.

12. Right to Use Defective Goods : If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

13. Payment :

- Payments shall be made promptly by the Purchaser normally after submission of the invoice or claim by the Supplier, with supply and installation of the instruments.
- The general conditions of payment for any indigenous items are 100% payment after successful installation & commissioning of the equipment. In case the equipment does not need any installation & commissioning the period shall be reckoned from the date of delivery & inspection. In case of Purchase Order value equivalent to INR 5 Lakh and above, 10% Performance Bank Guarantee (PBG) should be submitted before release of the payment.

14. **Delivery :** The delivery of the consignment(s) should be made within 4-6 weeks from the issue of the Purchase Order, unless otherwise specified.
15. **Installation :** Installation should be Free of Cost and should be completed within maximum 07-10 days after delivery of the consignment.



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16. **Warranty :**
- The Supplier shall warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier shall further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. The warranty should be comprehensive and on site.
 - This warranty shall remain valid at least for 12 months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for 18 months after the date of shipment whichever period concludes earlier.
 - The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately, within a reasonable period, arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. Warranty period shall be 12 months from date of acceptance of Goods. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. **The warranty should be comprehensive on site.**
 - If a different period of warranty has been specified in the 'Technical Specifications' shall stand modified to that extent.
 - The necessary warranty certificate in this effect should be furnished along with the consignment.
18. **Training :** The Supplier is required to train the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.
19. **Supporting Equipment :** If equipment will require indigenous supporting instruments/accessories (computer, printer, online UPS etc.) at the time of the installation, the same should be quoted in separate quotation.
20. **Service Facility :** Supplier should mention about the possible service set up in India and how capable they are to provide after sales service.
21. **Force Majeure :**
- The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is

reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22. **Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.**



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Annexure- I

Technical Specifications

1. Horizontal Electrophoresis System (Qty. 1)

Horizontal electrophoresis cells that are ideal for DNA gel electrophoresis. This should include all the accessories. The electrodes are easy to remove; simplifying cleaning, Arrow on the side of the base indicates the direction of the run and ensures proper orientation of the gel.

Color-coded, labeled electrodes and labeled base guarantee correct positioning of the lid on the base and tabs on the base permit easy removal of the lid, reducing buffer spillage, and also prevent incorrect lid positioning. UV-transparent gel trays with fluorescent ruler.

Gel-casting gates to cast your own gels right in the cell, or optional caster for tape-free casting Combs to fit every need (fixed-height drop-in combs, adjustable-height combs, and preparative combs.

Cell size (W x L x H)	9.2 x 25.5 x 5.6 cm
Gel tray sizes (OD) (W x L)	7 x 7 cm
ReadyAgarose™ gels accommodated	Yes, 8-, 12-, 2 x 8-well

Sample throughput	8–30
Base buffer volume	~270 ml
Buffer recirculation	No
Bromophenol blue migration	~4.5 cm/hr (at 75 V)



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2. Western Blot System (Qty. 1)

Western Blot transfer Apparatus : Buffer tank, lid with power pack.2 holder cassettes, 4 foam pads, and modular electrode assembly, Bio-ice cooling unit with instruction manual.

WesternGel Apparatus : Mini Tetra Cell, 10 and 15 well format, 1.00 and 1.5mm thickness, Gel System should include 20 combs and 10 sets of glass plates (5 each for 1mm and 1.5mm spacer plates), 1 casting stand, 2 casting frames, sample loading guide, electrode assembly, tank, lid with power cables, mini cell buffer dam.

Power Supply: LCD Display, Output Range (programmable) Volts : approx. 10 - 300 V, Current : approx. 4 - 400 mA, Power : approx. 75 W, Type of Output : Constant voltage, constant current or constant power, Timer : 1 min - 99 hr 59 min, Safety Features : No lead detection; sudden load change detection ; ground leak detection, arc detection, overload/short circuit detection ; overvoltage protection. detection; ground leak detection, arc detection, overload/short circuit detection; overvoltage protection.

3. Pass Box (Qty. 3)

Dynamic 2Ft X 2Ft X 2Ft with Hepa Filter, SS 304 make and other accessories.

Comprising of :

Conventional HEPA filter (99.97% down to 0.3 micron filtration) for supply

Primary Pre filter (95% down to 5 micron filtration) for suction

Insulated double wall SS 304 matt finish

Accessories:

Flourocet light with Acrylic casing

UV Light

Glass window per door

Electronic Interlocking system

Dimension: W 600 x D 750 x H 600 mm.



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Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date of Bid Submission] Tender No.: [insert number for Invitation for bids]

1. Bidder's Legal Name [insert Bidder's legal name]
2. In case of JV, legal name of each party: [insert legal name of each party in JV]
3. Bidder's actual Registration: [insert actual or intended Country of Registration]
4. Bidder's Year of Registration: [insert Bidder's year of registration]
5. Bidder's Legal Address : [insert Bidder's legal address in country of registration]
6. Bidder's Authorized Representative Information

Name: [insert Authorized Representative's name]

Address: [insert Authorized Representative's Address]

Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]

Email Address: [insert Authorized Representative's email address]

7. Attached are copies of original documents of: [check the box(es) of the attached original documents]

Signature of the Bidder

Name

Business Address



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MANUFACTURERS' AUTHORIZATION FORM

No. _____

Dated _____

The Director,
Bose Institute,
P-1/12, CIT Scheme-VII/M,
Kolkata - 700054 (W.B.) India

Dear Sir:

I/We _____ who are established and reputable manufacturers of having factories at _____ (*address of factory*) do hereby authorize M/s. _____ (*Name and address of Agent*) to submit a bid, negotiate and receive the order from you against your tender enquiry.

No company or firm or individual other than M/s. _____ is authorized to bid, and conclude the contract in regard to this business.

I/We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract and Clause of the Special Conditions of Contract for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial unpriced bid.



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BID FORM

(to be submitted on the official letterhead of the bidder)

The Director,
Bose Institute,
P-1/12, CIT Scheme-VII/M,
Kolkata - 700054 (W.B.) India

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, I/We agree to furnish required supplies/services in conformity with the Techno-Commercial Bid or such portions thereof at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until _____ and to supply, install and commission the equipment and complete the whole of the work and hand over to the purchaser within the period of _____ weeks, from the date of receipt of intimation from you regarding acceptance of this tender/receipt of supply order.

I/We agree to submit the bank guarantee as specified in the form prescribed by your goodself for the due performance of the contract, if our bid is accepted.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

(_____)
Signature of Bidder

Name & Address

With Office Stamp

Telephone No.:

FAX No.:

E-mail address:

Name & Designation of the Contact Person:



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SERVICE SUPPORT DETAILS FORM

Sl. No.	Nature of training imparted	List of similar type equipments serviced in the past 3 years	Address, Telephone Nos., Fax and e mail address of the firm located in Kolkata, if any	Value of minimum stock of consumable spares held at all times.

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :



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TECHNO-COMMERCIAL BID FORM

1.	Tender reference No	:	
2.	Due date of bid submission	:	
3.	Main Item Model No.	:	
4.	Life Expectancy of the Equipment (in years)	:	
5.	Warranty Period (in years)	:	
6.	Delivery Period of the Equipment	:	
7.	Details of Bank Guarantee enclosed as Bid Security :	:	
	Name of the Bank	:	
	Branch	:	
	Address with Phone, FAX & E-mail Nos.	:	
	Amount Rs.	:	
	Valid Upto	:	
8.	Schedule of Requirements :	:	

Contd.....



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1.	Whether agreeing to all the terms and conditions including payment terms as mentioned in the bidding documents		
2.	Approximate Shipment Weight (chargeable weight) in Kg. of the packed consignment		
3.	Approximate Dimensions/ Volume of the packed consignment		
Note ::			
1.	Adhering to the format given above is a pre-requisite for considering your bid.		
2.	All columns must be filled up.		
3.	Separate list should be attached where required in the same format giving details of each item.		
4.	Please indicate applicability.		
I/we certify that I/We have completely read and understood and agree to all the terms & conditions given in ITB.			

With Office Stamp

()
Signature of Bidder
Name & Address



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BIDDER'S PERFORMANCE STATEMENT FORM
(For a Period of Last 3 Years)

Name of the Firm.....

Order placed by (full address with Tel. No., Fax No. & e-mail address of purchaser)	Date	Description and quantity of ordered equipment	Date of completion of delivery as per Contract/ Actual	Remarks indicating reasons for late delivery, if any	Has the equipment been installed satisfactory? (Attach a certificate from the purchaser/ Consignee)

Place :

Signature :

Date :

Office stamp



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TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
Sl.No.	Tender Specifications	Bidder's Specifications	Deviation/ Remarks, if any Including justification

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.
3. In case the bidder furnishes wrong or false information wilfully in the technical compliance chart, such action shall be viewed strictly and the bidders may be blacklisted.
4. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :