



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
[Institute of National Importance established under the Act of
Parliament]

Mubarakpur, Mukhetia, Bahadurpur
Post: Harbanshganj, Jais, Amethi
Pin Code- 229 304
Website: www.rgipt.ac.in

OPEN TENDER

FOR

**PROCUREMENT OF 01 NO. SEISMIC ACQUISITION SYSTEM
WITH HAMMER FOR UNDERGRADUATE LAB IN
PETROLEUM ENGINEERING**

TENDER NO. RGIPT/JAIS/GL-UG/2017-18/07

Dated: 16.12.2017 (Saturday)

**LAST DATE OF SUBMISSION OF TENDER - Announced after the Pre-Bid
Meeting**

Tenders can be downloaded from www.rgipt.ac.in

For any information, other modifications and/ or corrigendum may kindly visit the above website.

Important Information

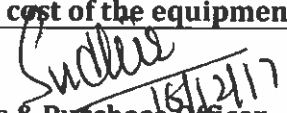
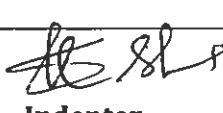
Place of Submission	Dispatch Section, First Floor, Administrative Block, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi - 229304
Indenters	Name: Dr. Satish Kumar Sinha, Associate Professor Dept: Geophysics Email: ssinha@rgipt.ac.in Mobile No. 09453045135
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 09450376642

Critical Dates of Tender -

Sl. No.	Particulars	Date	Time
1	Date of Publication of Tender	16.12.2017 (Saturday)	
2	Pre-Bid Meeting	03.01.2018 (Wednesday)	2.30 pm
3	Bid Submission start date	The start and last date of submission of tender will be announced after the Pre-Bid Meeting	
3	Last date of submission of tender		
4	Opening of Techno-Commercial Bids		
5	Opening of Financial Bids	At later date	

OPEN TENDER ENQUIRY
FOR THE SUPPLY & INSTALLATION OF 01 No. Seismic Acquisition System with
Hammer for Undergraduate Lab in Petroleum Engineering
AT RGIPT, JAIS, AMETHI (IN TWO PART BID SYSTEM)

Sealed Tenders from reputed Original Equipment Manufacturers and their accredited/ sole selling agents for **PROCUREMENT OF 01 No. Seismic Acquisition System Undergraduate Lab in Petroleum Engineering**

Type of Tender	OPEN TENDER
Opening of Tender	The last date of submission of tender will be announced after the Pre-Bid Meeting
Place of Opening of Tender	Conference Room, Second Floor, Administrative Block Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
Tender No.	RGIPT/JAIS/GL-UG/2017-18/07
Tender Date	16.12.2017 (Saturday)
Item Description	01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering
Last date of submission of tender	The last date of submission of tender will be announced after the Pre-Bid Meeting
Place of Submission	Dispatch Section, First Floor, Administrative Block, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi - 229304
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender and returned with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes (i) EMD Draft (ii) Techno-Commercial Bid and (iii) Financial Bid subscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed with our Tender No. & Due Date. <i>The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.</i>
Technical Clarification	Name: Dr. Satish Kumar Sinha, Associate Professor Dept: Geophysics Email: ssinha@rgipt.ac.in Mobile No. 09453045135
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 09450376642
Other Conditions (Apart from General Terms & Conditions)	EMD of Rs.84500.00 (Rupees Eighty four thousand five hundred only) must be enclosed in a separate sealed envelope. Tenders not accompanied with prescribed earnest money deposit (EMD) are liable to be rejected. The successful bidder shall submit a Performance Security @ 10% of the cost of the equipment.
Date: 16/12/17	 Stores & Purchase Officer
	 Indenter

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

TABLE OF CONTENTS

Sl. No.		Page No.
1	Notice Inviting Tender	5
2	Special Instruction for Two Part Tender	6-7
3	Instructions to Bidder	8-14
4	General Conditions of Contract	15-19
5	Techno-Commercial Bid (Part - I)	20-21
	Checklist for Eligibility Criteria (Format - A)	22-23
	Bid Proposal Sheet (Format - B)	24-25
	Bidder's Statement (Annexure - 1)	26-27
	Compliance Statement of the Terms & Conditions for Tender (Annexure - 2)	28-29
	Technical Compliance Statement of 01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering (Annexure - 3)	30
	Bill of Material (BOM) - (Annexure - 4)	31
	Deviation Statement (Annexure - 5)	32
	Manufacturers' Authorization Form - (Annexure - 6)	33
	Price Reasonability Certificate (Annexure - 7)	34
	Declaration (Acceptance of Terms & Conditions) - (Annexure - 8)	35
	Non-Blacklisting Declaration - (Annexure - 9)	36
6	Financial Bid (Part - II) - Two Options	37
	a) Format for Financial Bid in Indian Currency	38
	b) Format for Financial Bid in Foreign Currency	39
7	Scope of Work	40

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, AMETHI

NOTICE INVITING TENDER

Tender Enquiry No.: RGIPT/JAIS/GL-UG/2017-18/07

Dated: 16.12.2017

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi being set up by the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India, as an apex level Educational Institute of National Importance in line with IIT's under an Act of Parliament. The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology. Institute would like to procure the **01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering** for which sealed Offers/Tenders are invited from the reputed & bonafide Manufacturers and their accredited/ sole selling agents.

1. Brief Details of item(s)/ material

01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering for Undergraduate Lab in Petroleum Engineering

The Detailed Technical Specifications of the equipment to be procured under this tender are given separately in the tender document.

2. The Bidders are requested to give detailed tender in two Parts i.e.

Part - I: Techno-Commercial

Bid. Part - II: Financial Bid.

Detailed procedure for submission of bids/offers is given in Tender Document.

Bids shall be addressed to:

The Director

Administrative Block

Rajiv Gandhi Institute of Petroleum Technology,

Mubarakpur, Mukhetia, Bahadurpur

Post: Harbanshganj, Jais, Amethi- 229304

Submission of Bids:

Dispatch Section, First Floor, Administrative Block

Rajiv Gandhi Institute of Petroleum Technology,

Mubarakpur, Mukhetia, Bahadurpur

Post: Harbanshganj, Jais, Amethi- 229304

Time and Date of Submission: Announced after the Pre-Bid Meeting.

- **Time and Date of opening Techno-Commercial Bid: Announced after the Pre-Bid Meeting.**
- **Opening of part-II (Financial Bid) will be intimated later to technically qualified tenderers after scrutiny of Techno-Commercial part.**

RGIPT, Amethi will not be responsible, for submission / delivery of quotation at wrong places.

SPECIAL INSTRUCTIONS FOR TWO PART TENDER

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

1.1.1 All tenders in response to this invitation shall be submitted in Three Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-

- (i) EMD Draft (**Envelope -One**)
- (ii) Part-I (Techno-Commercial Bid) (**Envelope- Two**)
- (iii) Part-II (Financial Bid) (**Envelope-Three**)

1.1.2 **A. PART-I (TECHNO-COMMERCIAL BID)** This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. PART-II (FINANCIAL BID) This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

1.1.3 **Part-I (Techno-Commercial)** should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar equipment without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 **Part-II(Financial)** shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, third party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATIONS

1.2.1 After opening the Part-I (Techno-Commercial) of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.
- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 **OPENING OF TENDERS**

1.3.1 **Part-I (Techno-Commercial)** of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the **Part-II (Financial)** will be opened at the second stage on the date and time as intimated after scrutiny of **Part-I (Techno- Commercial)**.

1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of **Part-I (Techno-Commercial)** of the tender on the due date and time indicated in the tender inquiry, the opening of the **Part-II (Financial)** of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by email, etc.

1.3.3 The tenders whose **Techno-Commercial Part (Part-I)** are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the **Part-II (Financial)** of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening **Part-II (Financial)** of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenderers will not be opened.**

Note:-

1. **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)** should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)**.
2. **All the Part envelopes will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.**

Tenders not submitted in the manner specified above will be summarily rejected.

INSTRUCTIONS TO BIDDERS (ITB)

1.	Who can participate in the tender	Only Original Equipment Manufacturer and their accredited/ sole selling agents need apply.
	Minimum Turnover for Eligibility	Minimum turnover should be Rs. 50.00 Lakh for the eligibility.
2.	Important Note	<p>Being a Two-Part Tender (techno-commercial and price bid), fax quotations will not be accepted. Please ensure your offers are received on or before tender due date and time. Bidder/ Tenderer are requested to download the tender documents from our website (www.rgipt.ac.in).</p> <ul style="list-style-type: none"> ▪ No request for extension of the due tender date will be considered. ▪ In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders. ▪ Bids received after the deadline of receipt indicated above, shall not be taken in to consideration.
3.	Sign & Signature on all the pages of tender document as token of acceptance	<i>All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed.</i> Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.
4.	Detailed Notings for Technical Specifications	Bidders/ Tenderers are required to note that they should substantiate the Compliance Statement for Technical Specifications with necessary and relevant documents, wherever applicable. They should not merely write a "Yes" or "No" in the Bidder/ Tenderer's Response Column but bring out salient features/ limitations of their proposed equipment.
5.	Tender in Two-Part Bid System	The bids under Two Bid System will consist of two parts as following details - <ul style="list-style-type: none"> a) Techno-Commercial Bid (Part-I) consisting of all technical details along with commercial terms & conditions b) Financial Bid (Part-II) indicating item-wise price of the equipment
6.	F.O.R Price	<i>The prices must be net per unit, for delivery upto RGIPT, Jais, Amethi.</i> GST or any other charge etc. if legible and intended to be claimed from the purchaser, must be specifically mentioned alongwith the price quoted, failing which no such claim will be

		admitted on any ground and at any stage.
7.	Excise Duty/ Custom Duty	The Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi have Excise Duty/Custom duty exemption certificate (DSIR Certificate).
8.	GST	GST should be charged according to applicable rates.
9.	Earnest Money Deposit (EMD)	<p>1. The Techno-commercial Bids must accompany a crossed Demand Draft of Rs.84500.00 (Rupees Eighty four thousand five hundred only) in favour of "Rajiv Gandhi Institute of Petroleum Technology" drawn on any Nationalized bank and payable at Raebareli for earnest money. No interest shall be paid on earnest money deposited.</p> <p>a) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.</p> <p><u>b) The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.</u></p> <p>2. In the case of foreign bidders/tenderers, the EMD shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the EMD shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.</p> <p>3. The EMD shall be in Indian Rupees. The bid security shall be in one of the following forms at the Bidder/Tenderers' option: Banker's cheque or demand draft in favour of the Rajiv Gandhi Institute of Petroleum Technology payable at Rae Bareli.</p> <p>4. The EMD should be submitted in its original form. Copies shall not be accepted.</p> <p>5. The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be enclosed for registration).</p>
10.	Performance Security	<p>a) The successful bidder shall submit a Performance Security @ 10% of the cost of the equipment.</p> <p><u>b) The Performance Security shall be in the form of Crossed Demand Draft/ FDR, from any of the</u></p>

		<p><u>Nationalized Bank, drawn in favour of "Rajiv Gandhi Institute of Petroleum technology" payable at Rae bareli.</u></p> <p>c) Performance Security should remain valid at least for a period of one and half year (18 Months). Thereafter the security will be returned, provided there is no defect in the equipment supplied.</p> <p>d) No interest will be payable by the purchaser on the Performance Security deposited.</p> <p>e) In case supplier fails to deliver the items within stipulated period or failed to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.</p>			
<p>11. Sealing and Marking of Bids</p>		<p>a) Earnest Money Deposit (EMD) should be sealed in a separate envelope (ENVELOPE-ONE) duly super scribed as EMD fee for Open Tender No. RGIPT/JAIS/GL-UG/2017-18/07.</p> <p>b) The Techno-Commercial Bid (Part-I) should be sealed in a separate envelope (ENVELOPE-TWO) duly super scribed as Techno-Commercial Bid for Open Tender No. RGIPT/JAIS/GL-UG/2017-18/07.</p> <p>c) The Financial Bid (Part-I) should be sealed in a separate envelope (ENVELOPE-THREE) duly super scribed as financial Bid for Open Tender No. RGIPT/JAIS/GL-UG/2017-18/07.</p> <p>d) These THREE separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-FOUR), which should also be sealed. Each of these FOUR envelopes MUST be super-scribed with following details</p> <table border="1" data-bbox="667 1227 1425 1379"> <tr> <td>Open Tender No. _____</td> </tr> <tr> <td>Due Date-_____ and Time _____</td> </tr> <tr> <td>Name & Complete address of the Firm/ Bidder at the bottom of the envelope</td> </tr> </table> <p>e) The following documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Techno-Commercial Bid (Part-I) in ENVELOPE-TWO -</p> <ul style="list-style-type: none"> i) Checklist for Eligibility Criteria ii) Bid Proposal Sheet iii) Bidder's Statement iv) Compliance in the Terms & Conditions of the Tender Document v) Technical Compliance Statement of the Technical Specifications vi) Bill of Material [Note: Prices should NOT be indicated in this envelope] 	Open Tender No. _____	Due Date-_____ and Time _____	Name & Complete address of the Firm/ Bidder at the bottom of the envelope
Open Tender No. _____					
Due Date-_____ and Time _____					
Name & Complete address of the Firm/ Bidder at the bottom of the envelope					

		<p>vii) Deviation Statement viii) Manufacturer's Authorization Form (MAF) ix) Price Responsibility Certificate x) Declaration xi) Non-Blacklisting Declaration xii) Copy of Firm Registration xiii) Copy of GST xiv) Copy of the PAN Card of the Firm xv) Audited Annual Accounts for last 3 years (2014-15, 2015-16, 2016-17). xvi) Purchase Order Copies of Premier Institutions like IITs, IISERs, NITs etc.</p> <p>f) The following documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Financial Bid (Part-II) in ENVELOPE-THREE – (i) Financial Bid (Part-II) – Price Schedule Form (Separate Form for Indian & Foreign Currency)</p> <ol style="list-style-type: none"> 1. The bidders are requested to enclose only requisite and relevant data, which has been asked for. 2. The bidders are not allowed to make addition and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/ modified tender are liable to be rejected.
12.	Bid Prices	<ol style="list-style-type: none"> 1. The Bidder/Tenderer shall indicate <u>prices in the prescribed format only.</u> 2. Prices indicated on the price-schedule form shall be entered separately in the following manner: <u>For Goods being offered from India/ abroad in INR</u> The price of the goods quoted should be FOR RGIPT, Jais, Amethi inclusive of all taxes (Excise duty, GST, etc), charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the price schedule form, installation, commissioning, training charges etc, if any. (Financial Format - A) <u>For Goods being offered from abroad in currency other than INR</u> The price of the goods, quoted on FCA (named place delivery abroad) or FOB (named port of shipment), as specified in the price schedule form. The price should be FOR RGIPT, Jais, Amethi inclusive of all taxes, charges for insurance and transportation of the goods, agency commission, installation, commissioning, training charges etc if any. (Financial Format – B).

		<p>3. The terms FOB, FCA, CIF, CIP etc. shall be governed by the rules.</p> <p>4. Prices quoted by the Bidder/Tenderer shall be fixed during the Bidder/Tenderer's performance of the Contract and not subject to variation on any account.</p>
<p>13.</p>	<p>Responsiveness of Bids</p>	<p>Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:</p> <ul style="list-style-type: none"> i) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or ii) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/ Tenderer's obligations under the Contract; or iii) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids. <p>The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.</p> <p>If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.</p>
<p>14.</p>	<p>Evaluation & Comparison of Bids</p>	<p>The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.</p> <p>To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. The bids shall be evaluated on the following basis which shall be arrived as under:</p> <p><u>For goods being offered from India (FOR, RGIPT Price)</u></p> <p>Goods price will be calculated FOR RGIPT, Jais, Amethi. <u>Lowest bid (L1) in grand total</u> will be deciding by the price of the goods quoted should be FOR RGIPT, Jais, Amethi inclusive of all taxes (Excise duty, GST, etc), charges for inland transportation, installation, commissioning, training charges,</p>

		<p>insurance and other local services required if any for delivering the goods at the desired destination as specified in the price schedule Price Bid format</p> <p><u>For goods being offered from Abroad (FOR, RGIPT Price)</u></p> <p>In case of goods being offered from abroad, <u>Lowest bid (L1) in grand total</u> will be decided based on total cost at RGIPT, Jais, Amethi, that include basic price of goods, freight and Insurance up to Indian Airport/port (CIF/CIP value up to Indian airport/port), custom duty and other taxes as applicable etc., Inland transportation and insurance up to RGIPT, Jais, Amethi, packaging, forwarding, agent commission for custom clearance and installation, commissioning and training charges if any.</p> <p><u>Conversion to Single Currency:</u> To facilitate evaluation and comparison, Bids quoted in <u>foreign currency will be converted into Indian Rupees at the selling exchange rate established by Reserve Bank of India on its website, on the date of price bid opening.</u></p> <p>In case charges for packing, forwarding, transportation inside India, custom clearance charges or other incidental charges are quoted extra in addition to the quoted rates, the amount thereof must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actuals after production of original receipts/invoices but not exceeding the quoted value. If external agencies are employed, their receipts must be enclosed with the invoice.</p> <p><i>If vender wishes, he/they may alternatively, quote price of imported items in Indian rupees. In this case item may be treated as offered from India. Payment will be released accordingly.</i></p> <p>Note: <i>Where there is no mention of packing, forwarding, freight, transportation, insurance charges, taxes etc. such offers shall be REJECTED as incomplete.</i></p>
15.	Clearance and delivery	<p>On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to RGIPT, Jais, Amethi premises. The Tenderer/ bidder will do all types of clearance work and formalities to deliver/provide the equipment at the site of installation. The expenses incurred will be reimbursed on actual basis not exceeding the quoted amount. Institute will provide all types of documentary support including</p>

		Customs Duty exemption certificate. The custom duty, custom clearance charges, transportation charges etc. will be reimbursed in Indian Rupees on subject of submission of documentary proof. This may be included in your quotation as a separate item. Principals will themselves have to procure any requisite permission from the Govt. of country of origin of equipment.
16.	Warranty Period	The warranty period should be minimum 1 year with spares or as mentioned in technical specifications (whichever is higher) from the date of installation with satisfactory performance as per specifications. For standard items which carry warranty of more than one year, standard warranty shall be applicable.
17.	Delivery Period	Delivery should be made within 10-12 weeks from the date of order of placement of goods offered from India or opening of the LC in case of goods offered from abroad.
18.	Insurance	The Insurance shall be for an amount equal to 110% of the CIF or CIP value of the contract from within "warehouse to warehouse/installation site (RGIPT, Jais, Amethi)" on "all risk basis" including strikes, riots and civil commotion.
19.	Delayed delivery	Maximum one month extension in delivery period may be given on the receipt of written request of the successful vendor. Request for extension in delivery period should be made before the last date of supply as mentioned in Purchase Order. <u>Non delivery beyond extended period:</u> If the Tenderer fails to execute the order within the delivery period as mentioned above the order will be cancelled and EMD will be forfeited by the institute.
20.	Installation time	The Company must install the <u>equipment within a period of one month from the date of delivery of the equipment</u> at RGIPT, Jais, Amethi failing which order will be cancelled and EMD will be forfeited. However, necessary requirement for installation of goods/equipment will be provided by institute.

Stores & Purchase Officer
RGIPT

GENERAL CONDITIONS OF CONTRACT (GCC)

1.	Essence of Prescribed Time	Quotations must be submitted within the prescribed time. RGIPT, Jais, Amethi shall not be liable for postal delays. The incomplete tenders and the tenders received after the due date of submission will not be considered.
2.	Validity of quoted rates	The rates quoted should remain firm for 120 days from the last date of submission of the tender.
3.	Eligibility for Submission of Quotes	The Principal Manufacturer only should submit the quotation. However, if quotations are submitted by Authorized dealers/ distributors, it can be acceptable only in case they attach a latest and valid authorization letter of their principals indicating that they are authorized to quote on behalf of their principals and are fully equipped to render us after sale service during warranty and thereafter.
4.	Prices should F.O.R, RGIPT, Amethi (Both in Indian & Foreign Currency)	<ol style="list-style-type: none"> 1. In case of Foreign Quote, the mode of dispatch should be by Air/Post Parcel or any safe mode. The approximate dimensions of the packages and weight of consignment are to be indicated. 2. In case of INR bids the price quoted should be on <u>F.O.R., RGIPT, Jais, Amethi</u>. Govt. Levies like excise duty, GST etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Excise Duty, GST etc. Please note that RGIPT, Jais, Amethi is exempted from payment of Central Excise duty vide Govt. Notification No.10/97- Central Excise dated 1st March, 1997. 3. Being an Educational and Research Institute RGIPT, Jais, Amethi is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996. 4. For imported items the agency commission payable to Indian Agent may be indicated. Agency commission will be paid in INR after satisfactory commissioning and acceptance of the item. (As quoted in the Bid)
5.	Eligibility Criteria for the bidder	<ol style="list-style-type: none"> a) The Bidder should be an Authorized partner having a direct purchase and support agreement with the OEM. b) A letter of Authorization from the principal specific to the tender should be enclosed (In the enclosed format). c) The Bidder should have availability of service engineer and or a service center operating in or around Jais, Amethi. Communication address and telephone numbers for the same should be provided.

		<p>d) The Bidder should have an experience of supplying proposed equipment, to reputed Indian organizations especially Central Universities/IITs/NITs/IIITs/IISERs/ etc. The details of such supplies for the preceding three years should be given with details. Copies of "Purchase Orders" must be enclosed along with Techno-Commercial Bid.</p> <p>e) The Bidder will have to submit an undertaking stating that they will NOT be outsourcing any work specified in this tender document to any other party.</p>
6.	Criteria for the OEM of the product	<p>a) The OEM of the equipments being quoted by the bidder should have presence in India for more than 2 years.</p> <p>b) OEM should have members participating in International Standard Bodies like ISO/IEC/EIA/TIA or any International Standard Body etc.</p> <p>c) The Principal vendor should have local offices in India.</p> <p>d) The Principal of the bidder/ tenderer should have a 24 x 7 technical assistance center in India and the bidder must have service centers of their own in Northern India with engineers qualified to handle the repair & maintenance work.</p>
7.	Warranty Period	The warranty period should be minimum 1 year with spares or as mentioned in technical specifications (whichever is higher) from the date of installation with satisfactory performance as per specifications. For standard items which carry warranty of more than one year, standard warranty shall be applicable.
8.	Part Shipment not allowed	Part Shipment will NOT be allowed.
9.	New Equipment should be supplied	The equipment shall be new, calibrated and supplied along with the valid calibration certificate.
10.	List of Clients with details	Indicate the names of the Indian reputed organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from the users.
11.	Delivery Period	The required quantity of material have to be delivered and installed within <i>10-12 weeks or as needed</i> from the date of issue of the Purchase Order.
12.	Inspection & Testing	Equipment will be inspected by the Purchaser at his end. Goods rejected on inspection will be replaced by the supplier free of cost and all charges for collection and delivery of the same to the Purchaser will be to suppliers account.

13.	Quotation of AMC for 5 years (Optional)	<u>Quotations may also state the cost of Annual Maintenance Contract for 5 years, if applicable (in steps of one year) after warranty (Optional).</u>
14.	Service Support	Service support in the form of maximum down time expected, penalty clauses, duration of support etc., should be provided.
15.	Installation, Testing & Commissioning	<p>After successful inspection and testing by the Purchaser, the equipment (along with its associated systems, devices and equipment) shall be installed, tested and commissioned at location specified by purchaser.</p> <ol style="list-style-type: none"> a) Installation, Commissioning and satisfactory demonstration of the whole system and training should be free of cost. b) The Installation, Commissioning and Demonstration of the system should be completed within 8 weeks from the date of arrival of the items at RGIPT, Jais, Amethi. c) The entire responsibility of installation, integration and operational performance of the equipment will be of the Bidder/ Tenderer. d) At the time of installation and commissioning of the configuration, if it is found that some additional hardware accessories and/or equipment items with licenses are required to complete the configuration to meet the operational performance requirement of the equipments /items which are not included in your original list of deliverables then you are required to supply such items to ensure the completeness of the equipment/machine at <u>No Extra Cost To RGIPT, Jais, Amethi.</u> Bidder/Tenderer should ensure completeness of the list of deliverables in the offer to avoid such discovery during installation, in strict consultation with respective OEMs.
16.	Onsite Technical Training	Bidder/Tenderer and its OEM will arrange for giving onsite technical training of ONE DAY (minimum) duration for operations of the supplied Equipment. All salient features of operation for the supplied Equipment and day to day troubleshooting should be covered in the training.
17.	Payment Terms	<p><u>For Indigenous items:</u> 80% payment shall be made against satisfactory delivery and balance 20% after successful installation & commissioning of the equipment certified by the Indenter. (All the payments against submission of GST Invoice)</p> <p><u>For imported items:</u> LC will be opened in the name of Principals. <u>All bank charges inside India will be borne by Rajiv Gandhi Institute of Petroleum Technology, Amethi and outside will be borne by the Principals.</u></p>

		<p>a) Foreign currency payment – 80% payment by an irrevocable letter of credit favouring Principal and for opening of Letter of Credit, <u>two weeks prior to dispatch of the equipment on submission of letter from Principals confirming that machine is ready for dispatch and on receipt of documents without any discrepancies</u> and balance 20% will be paid after satisfactory installation and commissioning of equipment as certified by the indenter.</p> <p>b) Reimbursement of Expenses in Indian Rupees – Payment will be made after receipt/ satisfactory installation, testing & commissioning of equipment as certified by the Indenter. <i>The payment of indigenous items, nominal custom duty, Custom Clearance, Insurance and transportation charges or any other charges will be paid in Indian currency to Indian Agent on production of bill supported by documentary proof Verified by the Indenter.(Upto to the amount defined in the Bid and the amount will be paid on the basis of actual bills raised against the amount mentioned in the bid, whichever is less)</i></p> <p>Note. I. All bank charges outside India shall be borne by the supplier. II. LC will be opened on receipt of unconditional acceptance of purchase order. III. Accepted term of payment shall be clearly indicated in Tender/ Offer document.</p>
18.	Penalty for delayed supply and installation (Liquidated Damages)	<p>Time is the essence of the contract. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, RGIPT will recover liquidated damage from the firm at the rate of 0.5% percent of the value of undelivered goods per day or part thereof, subject to a maximum of 5% of the value of undelivered goods. In case of non-delivery RGIPT will have the option to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.</p> <p>Due consideration will be given to waive levy of penalty for the reasons absolutely beyond suppliers control for which documentary evidence will have to be provided. The request for extension in delivery giving reasons and supporting documents shall have to be made available within one month on completion of the supply, and no request to waive levy of penalty will be entertained / reviewed during the execution of order.</p>

19.	REPLACEMENTS OF GOODS BROKEN, DAMAGED OR SHORT	If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.
20.	STATUTORY VARIATION	Any statutory increase or decrease in the taxes and duties subsequent to the offer under this tender if it takes place within the original contractual delivery date will be to RGIPT account subject to the claim being supported by documentary evidence. No increase due to such variation shall be allowed for the portion of the delivery after the original contractual delivery date. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to RGIPT.
21.	Printed Conditions of the Company – Not Acceptable to the Institute	RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. <i>RGIPT shall accept only unconditional tender.</i>
22.	Technical Deviations – Sole discretion of RGIPT for consideration	If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. <u>However it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer.</u> No correspondences of the Tenderer will be entertained in this matter.
23.	In case of Dispute	In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, RGIPT, Amethi shall be final.
24.	Right for Acceptance or Rejection	RGIPT, Amethi reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.
25.	Jurisdiction	The disputes, legal matters, court matters, if any, shall be subject to Rae Bareli Jurisdiction only.
26.	Withdrawal of Tender	The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

Stores and Purchase Officer

**RAJIV GANDHI INSTITUTE OF PETROLEUM
TECHNOLOGY
JAIS, AMETHI**

**OPEN TENDER
FOR PROCUREMENT OF
01 NO. SEISMIC ACQUISITION SYSTEM WITH
HAMMER FOR UNDERGRADUATE LAB IN
PETROLEUM ENGINEERING**

**Open Tender No. RGIPT/JAIS/GL-UG/2017-18/07
DATED: 16.12.2017 (Saturday)**

i) Last date of receipt of tender	The last date of submission of tender will be announced after the Pre-Bid Meeting	
ii) Opening of Techno-Commercial Bids		
iii) Opening of Financial Bid	At later date	

**TECHNO-COMMERCIAL BID
PART - I**

TECHNO-COMMERCIAL BID (PART-I)

Techno-Commercial Bid (Part-I) will be the compilation of following documents, along with required supporting documents. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Format - A : Check List for Eligibility Criteria (On the Letter Head of the Bidder)
3.	Format - B: Bid Proposal Sheet (On the Letter Head of the Bidder)
4.	Annexure-1: Bidders Statement (On the Letter Head of the Bidder)
5.	Annexure-2: Compliance Statement of the Terms and Conditions for Tenders
6.	Annexure-3: Technical Compliance Statement of bidder with reference 01 No. Seismic Acquisition System with Hammer for UG Lab in Petroleum Engineering (On the Letter Head of the Bidder)
7.	Annexure-4 : BILL OF MATERIAL (BOM)
8.	Annexure-5 : DEVIATION STATEMENT
9.	Annexure-6 : MANUFACTURERS' AUTHORIZATION FORM (MAF)
10.	Annexure-7 : PRICE REASONABLE CERTIFICATE (On the Letter Head of the Bidder)
11.	Annexure-8 : DECLARATION (On the Letter Head of the Bidder)
12.	Annexure-9 : NON-BLACKLISTING DECLARATION (On Rs.100.00 Non-Judicial Stamp Paper – Duly notarized)
13.	Copy of Firms Registration
14.	Copy of GST
15.	Copy of the PAN no. of the Firm
16.	Supporting Document showing Annual Turnover for the last 3 years certified by the Chartered Accountant – Audited Annual Accounts for last 3 years (FY 2014-15, FY 2015-16, FY 2016-17) along with ITR.
17.	List and Details of supplying similar equipments, supplied to reputed Indian organizations, especially Central Universities/ IITs/NITs/IIITs/IISERs etc., during preceding THREE years, as on date of signing the bid. (Purchase Orders Copies must be enclosed)

[NOTE: The Techno-Commercial Bid (Part-I) must be submitted in an organized and structured manner. None of the documents/brochures/ leaflets etc. should be submitted in loose form.]

- **All the above mention documents should be signed and stamped by authorized person.**

**CHECK LIST FOR ELIGIBILITY CRITERIA
(ON THE LETTER HEAD OF THE BIDDER)**

Sl. No.	Particulars	To be filled by Bidder			
		Yes	No	N.A	Enclosure
1.	Enclose a copy, if registered with				
	a. NSIC				
	b. SSI				
	c. DGS & D				
2.	Required Earnest Money Deposit (EMD)				
3.	Format - A: Check List for Eligibility Criteria				
4.	Format - B: Bid Proposal Sheet				
5.	Annexure-1: Bidder's Statement (on the Letter head of the Bidder)				
6.	Annexure-2: Compliance Statement of the Terms & Conditions of the Tender				
7.	Annexure-3: Technical Compliance Statement				
8.	Annexure-4: Bill of Material (BOM)				
9.	Annexure-5: Deviation Statement				
10.	Annexure-6: Manufacturer's Authorization Form (MAF)				
11.	Annexure-7: Price Reasonability Certificate				
12.	Annexure-8: Declaration				
13.	Annexure-9: Non-Blacklisting Declaration (On Rs.100.00 Stamp Paper - duly notarized)				
14.	Copy of Firm's Registration				
15.	Copy of GST				
16.	Copy of PAN No. of the Firm				
17.	Copy of last <u>three years Audited Balance Sheets</u> and <u>statement showing turnover of last three years certified by the Chartered Accountant</u>				
18.	<u>List of Clients</u> - List and details of supplying similar equipments, supplied to reputed Indian Organizations, especially like Central Universities/ IITs/NITs/IITs/IISERs etc. (for last three years)				
19.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender.				
20.	<u>Validity of Quotation</u> - All prices quoted, for products and services are valid for a period of 120 Calendar Days from the last date of submission of Bids.				
21.	<u>DSIR Certificate</u> - The quoted prices should be FOR, RGIPT, Amethi inclusive of Packing, Forwarding, Freight/Cartage and Insurance Charges. The Institute is exempt from Excise/ Custom Duty vide Certificate No.-TU/V/RG-CDE (1083/2016 dated 01.02.2017 valid upto 31.08.2021. Please state applicable nominal excise/ custom duty as a separate item and also mention custom clearance charges and transportation charges and any other charges, if applicable.				
22.	In Financial Bid (Part-II) , all applicable taxes, duties etc. are mentioned, clearly & separately				
23.	All relevant Technical Literature/Catalogue/Pamphlets/Technical Literature is attached along with Techno-Commercial Bid (Part-I) .				
24.	<u>Delivery Period</u> - Please provide your <u>Delivery Schedule</u>, attached along with Techno-Commercial Bid (Part-I), failing which your quotation will NOT be considered. The successful bidders are required to supply the good within prescribed delivery schedule from the date of Purchase Order.				

25	Performance Security - In case of Becoming successful bidder, the bidder agrees to submit a Performance Security of 10% of the total cost of the Purchase order in the form of Account Payee Demand Draft / FDR in favour of "Rajiv Gandhi Institute of Petroleum Technology. Payable at Raebareli , as per the Purchase Order of RGIPT, Jais, Amethi.				
26	Liquidated Damages -The Bidder agrees that in case the equipment/ accessories are not supplied within specified delivery period, or the installation and commissioning is delayed beyond the specified time, RGIPT will recover liquidated damage from the firm at the rate of 0.5% percent of the value of undelivered goods per day or part thereof, subject to a maximum of 5% of the value of undelivered goods. The same would deduct from the final payment.				
27	Replacement Condition - The Equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. <u>In case, a part thereof or the whole equipment is found defective, the same will have to be rectified/ replaced on free of charge basis without lapse of time.</u>				
28	The Bidders agrees that all disputes, if arising related to this tender, shall be in Courts of Amethi.				
29	The Bidder agrees that the RGIPT, Amethi reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason.				

Place:

Date:

Signature and seal of the
Manufacturer/ Bidder

**BID PROPOSAL SHEET
(ON THE LETTER HEAD OF THE COMPANY)**

To
The Director
Rajiv Gandhi Institute of Petroleum Technology
Jais, Amethi, Uttar Pradesh

Subject: Supply and Installation of “01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering” at RGIPT, Jais, Amethi

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications and scope of the work as specified in this document in respect of Supply and Installation of “01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering” at RGIPT, Jais, Amethi do hereby propose to supply the required products and services.

Tender No.				
EMD submitted			YES / NO (Please strike off whatever is not applicable)	
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

1. **PRICE AND VALIDITY:** All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All prices quoted by us for the products and services shall remain valid respectively for a period of **120 days** from the last date of submission of bids.
2. **DEVIATIONS:** We declare that all the services shall be performed strictly in accordance with the Technical specifications mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.
3. **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the **quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of RGIPT, Jais, Amethi.**
4. **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
5. **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the **Performance Security in the form of Account Payee Demand Draft or FDR** in favor of **Rajiv Gandhi Institute of Petroleum Technology** payable at **Rae Bareli** for the amount of 10% of the total order value.
6. **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

7. CERTIFICATE AND DECLARATION:

- a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which RGIPT, Amethi reserves the right to reject the tender and/or cancel the contract.
- b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document (s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further RGIPT, Jais, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d) I/We assure the Institute that neither I/We, nor any of my /our workers, will do any act which is improper/ illegal during the execution in case the tender is awarded to us.
- e) I/We assure the Institute that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Neither I/We, nor anybody on my/our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
- g) Our Firm/Company/Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h) I/We certify that, I have understood all the terms & conditions, and scope of work, as indicated in of the tender document, and hereby accept all the same completely.
- i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- j) We understand that you are not bound to accept the lowest or any bid you may receive.
- k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

Signature and Seal of the Manufacturer/Bidder

**BIDDER'S STATEMENT
(ON THE LETTER HEAD OF THE COMPANY)**

(Note: Tenderer should submit documents in support of minimum eligibility criteria alongwith the tender. No document in support of minimum eligibility criteria will be accepted/ entertained after opening of tender. A list of all documents submitted alongwith the acceptance should be provided.)

1.	Name & Address of the Bidder			
2.	Website of Firm			
3.	Place & Year of the Firm's Incorporation			
4.	Registration No. (Copy to be enclosed)			
5.	Constitution of the firm (Pvt. Ltd., Public, Proprietary, Partnership)			
6.	Name of the Chief Executive of the firm			
7.	Permanent Account No. (Income Tax) (Attach Attested Copy)			
8.	GST (Attach Attested Copy)			
9.	Annual Turnover for the last 3 Years (Please attach the Audited Balance Sheet)			
	2014-15 (Rs. in Lakhs)	2015-16 (Rs. in Lakhs)	2016-17 (Rs. in Lakhs)	
	Rs.....	Rs.....	Rs.....	
10.	Classification of Bidder			
	(i) Manufacturer			
	(ii) Authorized Agent			
11.	Name and address of the contact person to whom all reference shall be made regarding this enquiry			
	(i) Name			
	(ii) Address			
	(iii) Telephone No.			
	(iv) Fax No.			
	(v) Mobile No.			
	(vi) E-mail			
12.	If Manufacturer - Pl. attach the certificate of Registration If Authorized Dealer - Pl. attach relevant certificate			
13.	The Firm should not have been Black listed or banned by any Govt. Department, Government Organizations, IITs, NITs, IISERs, IIITs etc. A notarized certificate to this fact should be enclosed with Techno-Commercial Bid as per Annexure - 9.			
14.	Are you an ISO Certified manufacturer? If so, please attach a copy of the certificate.			
15.	Delivery Period - Please specify the minimum time required to supply the item/ material from the date of receipt of the Purchase Order.			
16.	Give details of the major clients - Educational Institutes/ Universities, Government Departments, Research Organizations, to whom item/ material of same type have been supplied by the bidder during the last three years in the following format. (Purchase Order Copies must be enclosed)			
	Sl.No.	Name & Address of the client with details - Name of the contact person,	Name & quantity of the items sold	Purchase Order No. & Date
				Amount

	telephone no., Fax no., Email Id			
1				
2				
3				
4				
5				
(If the space provided is insufficient, a separate sheet may be attached)				
17.	Additional Information, if any (Attach Separate Sheet, If required)			

Signature and Seal of the
Manufacturer/Bidder

**COMPLIANCE STATEMENT OF THE TERMS AND CONDITIONS FOR TENDER
(ON THE LETTER HEAD OF THE COMPANY)**

Sl. No.	Item	Compliance Statement/
1.	The Tenders submitted after the due date and time shall be rejected. Your quotation must be neat and clean duly signed by authorized signatories. No erasure or alteration must appear in the quotation.	
2.	ELIGIBILITY CRITERIA: Documentary proofs showing satisfaction of the eligibility criteria laid down in the Tender document must be attached.	
3.	PRICES: The prices should be quoted either in Indian Rupees or foreign currency. Please note that RGIPT, Jais, Amethi is an educational institution and is availing <u>Custom Duty Exemption in terms of Government Notification No. 51/96-Customs dated 23rd July 1996 and Central Excise Duty Exemption in terms of Government Notification No. 10/97-Central Excise dated 1st March 1997</u> as amended from time to time. And the relevant certificate will be provided at the time of Custom Clearance. (Copy of DSIR Certificate Can be provided by the Institute, if required) The quoted prices should be FOR, RGIPT Jais, Amethi inclusive of Packing, Forwarding, Freight/Cartage, insurance charges, installation & commissioning and training.	
4.	LITERATURE: The Catalogue/Pamphlets/ Technical Literature and Instruction Manual must be attached along with your quotation.	
5.	TAXES/DUTY/ETC.: All applicable taxes, duties etc should be clearly and separately mentioned in the financial bid. If taxes are not mentioned it would be assumed that the rates quoted are inclusive of taxes.	
6.	DELIVERY SCHEDULE: The successful bidders are required to supply the goods within prescribed delivery schedule from the date of our order. Please quote your <u>delivery schedule</u> clearly failing which your quotation will NOT be considered.	
7.	VALIDITY OF PRICES: All prices quoted for products and services shall remain valid for a period of 120 calendar days from the last date of submission of bids. No upward change in prices and changes in terms and conditions will be permitted.	
8.	PERFORMANCE SECURITY: Once the Purchase Order is raised in the name of the successful bidder, a Performance Security of 10% of the total cost of the material in the Purchase Order valid for the PERIOD 18 months would be submitted by the Company to the Purchase Office along with the Acceptance.	
9.	INSTALLATION AND COMMISSIONING: Complete installation and commissioning work will be carried out by the Technical Expert of the supplier up to the satisfaction of RGIPT, Jais, Amethi. Time required for installation and commissioning shall be indicated in the quotation.	
10.	ADDITIONAL PURCHASE/WORK ORDER: RGIPT, Jais, Amethi in case of the requirements may also place repeat purchase order/work order on the company, within 06 months of its initial purchase order, but only after the satisfactory execution of the initial purchase order. In such cases, we shall accept and execute all the purchase/work order placed on us by RGIPT, Jais, Amethi.	

11.	WARRANTY: The equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced on free of charge basis without laps of time. In case the equipment are not repaired/replaced within the "Service" Time quoted suitable action may be taken by the RGIPT, Jais, Amethi.	
12.	ARBRITATOR: All disputes arising out of this shall be referred to a mutually appointed arbitrator. His award shall be final and binding on both the parties to the dispute. All suits in respect of this shall be in courts of Rae Bareli.	
13.	Purchasers RIGHT: The RGIPT, Jais, Amethi reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason.	

Signature and Seal of the Manufacturer/Bidder

Technical Compliance Statement 01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering
(ON THE LETTER HEAD OF THE COMPANY)

Technical Compliance –Seismic Acquisition System with Hammer suitable for refraction, shallow reflection, surface wave applications and passive monitoring standalone system. This seismic acquisition system should be a complete system with source generation and acquisition capability. No other accessories should be needed for data acquisition.

Technical Specifications:

1. One 24 channel 24-bit seismograph (Data recording system) with GPS unit for locations and profiling
2. The seismograph should be expandable (can be integrated) to larger number of channels system
3. High Internal data storage with multiple data storage system for safety and security
4. Unlimited recording length for continuous recording
5. Battery system with charger
6. Low power consumption units
7. Weight should be less than 3.0 kg
8. 28 Geophones 4.5 Hz vertical and 2 starter geophones
9. 12 channels spread cables (No. 2), 10 meters spacing with connectors and single take out
10. Hammer switch with extension cable 100 m or more on a reel
11. Hammer strike plate and hammer
12. Rugged computer notebook for field work with software loaded for reflection, refraction and MASW
13. SEG-Y, SEG-2 data compatibility
14. All the connectors should be weatherproof
15. 5 years warranty
16. Training 5-6 days (Free of cost)
17. Educational discounts should be mentioned clearly
18. Spare list for upgradation (Optional)

Please provide the Technical Compliance Statement in the given below format -

Sl. No.	Name of the Equipment	Technical Specifications	Comply (or) Not Comply
1	01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering (Each Specification wise)		

Place:
Date:

Signature and seal of the Manufacturer/ Bidder

BILL OF MATERIAL (BOM)
(ON THE LETTER HEAD OF THE COMPANY)

Name of Equipment: Procurement of 01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in Petroleum Engineering

S. No	Item	Unit	Qty	Compliance (Yes/No)
1		Nos.		
2		Nos.		
3		Nos.		
4		Nos.		
5		Nos.		
6				

(A.) Warranty Details for Equipment and accessories:

(B.) Period of Delivery for Equipment and accessories:

Signature and Seal of the
Manufacturer/Bidder

DEVIATION STATEMENT
(ON THE LETTER HEAD OF THE COMPANY)

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (including justification)

[NOTE: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".]

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,

Director

Rajiv Gandhi Institute of Petroleum Technology

Mubarakpur, Mukhetia, Bahadurpur

POST: Harbanshganj, Jais, Amethi - 229304

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the Manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the Manufacturer]**

Title/Designation: **[insert title]**

Duly authorized to sign this Authorization on behalf of: **[insert complete name of Bidder]**

Dated on _____ day of _____, _____ **[insert date of signing]**

Yours faithfully,

(Name of manufacturers)

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. dated for the items vide our Quotation No. dated are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----

Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Jais, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my/ our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

**Note: This certificate should be executed on duly notarized `RS.100/-
Non Judicial Stamp Paper.**

**RAJIV GANDHI INSTITUTE OF PETROLEUM
TECHNOLOGY
JAIS, AMETHI**

**OPEN TENDER
FOR PROCUREMENT OF
01 NO. SEISMIC ACQUISITION SYSTEM WITH
HAMMER FOR UNDERGRADUATE LAB IN
PETROLEUM ENGEERING**

**Open Tender No. RGIPT/JAIS/GL-UG/2017-18/07
DATED: 16.12.2017 (Saturday)**

i) Last date of receipt of tender	The last date of submission of tender well be announced after the Pre-Bid Meeting	
ii) Opening of Techno-Commercial Bids		
iii) Opening of Financial Bid	At later date	

**FINANCIAL BID
PART - II**

**FINANCIAL BID – 01 No. Seismic Acquisition System with Hammer for Undergraduate Lab in
Petroleum Engineering**

(To be submitted in a separate sealed envelope)
(ON THE LETTER HEAD OF THE COMPANY)

(A) Financial Bid In Indian Currency

**Price Schedule form: Price Schedule for Goods Being Offered
from India/Abroad in INR (Indian Rupees)**

Sl. No	Items	Quantity Required
1.	Seismic Acquisition System with Hammer	01 No.

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Price per Unit in INR
1	Ex-works, Ex-warehouse, Ex-show room off the shelf price	
2	GST & other taxes like Excise duty* payable	
3	Packing & forwarding up to station of dispatch, if any	
4	Charges for Transportation Charges, Insurance to ultimate destination i.e. RGIPT, Jais, Amethi, if any	
5	Installation, Commissioning and Training Charges, If any	
6	Any other charges (Please specify)	
Total Price (Sum of Sl. No 1 to 6)		F.O.R
RGIPT, Jais, Amethi Price		

**** RGIPT, Jais, Amethi have Custom/Excise Exemption Certificate.**

Total Bid price in Indian currency _____

In words: _____

Name _____

Business Address _____

Note:

(a) The cost of optional items shall be indicated separately.

Date

Place

Signature of the Tenderer

Stamp

MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS

(B) Financial Bid In Foreign Currency

Price Schedule Form: Price schedule for goods being offered from abroad in currency other than INR (Indian Rupees)

(ON THE LETTER HEAD OF THE COMPANY)

Sl. No	Items	Quantity Required
1.	Seismic Acquisition System with Hammer	01 No.

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Price per unit in ()
1	Country of origin	
2	FOB (named port of shipment) Or FCA (named place of delivery)	
3	Freight and Insurance up to Indian Airport/port	
4	Total Price at Indian Airport /port (CIP/CIF) (2+3)	
5	**Custom Duty against DSIR certificate (Please mentioned % also)	
6	Custom clearance and other charges, if any (with breakup)	
7	Inland Charges for Insurance & transportation to RGIPT Jais, Amethi	
8	Installation, commissioning and training Charges, if any	
9	If any other charges (Please Specify)	
	Total Price (F.O.R RGIPT, Jais, Amethi Price) (Sum of S. No 1 to 9)	

**** RGIPT, Jais, Amethi have Custom/Excise Exemption Certificate.**

Total Bid price in foreign currency: _____ words: _____

(a) Indian Agents Name & Address _____

(b) The cost of optional items shall be indicated separately _____

(c) In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.

Date
Place

Signature of the Tenderer
Stamp

MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS

SCOPE OF WORK

The work includes the following –

1. The supply and installation of equipment with accessories.
2. Testing of Equipment
3. To provide, one copy of following documentation (on CD/DVD and printed manual, both)
 - i) Installation Manual
 - ii) Operating Manual and
 - iii) Service Manual
4. Any other work required for equipment making functional upto the satisfaction of RGIPT, Jais, Amethi.

Signature with date and seal of the
Manufacturer/ Bidder