

**Important Instructions To Tenderer Submitting Offer Against Tender Enquiry  
Published By Directorate Of Technical Education, Maharashtra State, Mumbai.**

**Instructions for submission of Tender and its accompaniments: -**

The Tenderer shall submit the Tender and documents in TWO separate sealed Envelopes as follows: -

**(A) Envelope No.1: Technical Bid**

The first envelope shall be clearly marked as “**Envelope NO.1**” Technical Bid. It shall contain strictly the following documents in the serial order given below:-

**1. Payment of the Tender Form :**

Copy of Cash Receipt for the purchased Tender Documents from this office or latest crossed Indian Postal Order or D.D on nationalized or scheduled bank drawn in favour of Director of Technical Education, Maharashtra State, Mumbai and payable at Mumbai for value of price of Tender documents.

**2. Earnest Money Deposit:**

Crossed Demand Draft on Schedule Bank / Nationalised Bank drawn in favour of Director of Technical Education, Maharashtra State, Mumbai of the value of 3% of Total value of stores offered Max Rs. 5000 (if it is found that the E.M.D. submitted is less than 3% of total value of the stores offered, the offer of the tenderer shall be rejected) as and Earnest Money Deposit (Refundable) or valid certificates as registered supplier with Central Store Purchase Organisation (CSPO) and a attested copy of Certificate of Exemption of Payment of Earnest Money Deposit issued by Directorate of Industries, Govt. of Maharashtra (CSPO), Mumbai or valid S.S.I. Certificate only for the items manufactured by them and registered with Directorate of Industry, Government of Maharashtra, Name of the firm and tender number should be written on the back side of the Demand Draft.

**4. Sales Tax / VAT Registration & Clearance Certificate**

Copy of Sales Tax Registration Certificate along with certificate showing that Sales Tax is paid up to last December from concerned Sales Tax Officer / or Exemption Certificate. (True copy must be attested by Gazetted Officer and original copy should be produced for verification at the time of opening of tender)

**5. Copy of Rate Contract:**

Copy of Rate Contract if awarded for the items by DGS&D New Delhi, if not awarded to be mentioned clearly.

**6. Authorization Certificate:**

Recent authorisation form manufacturer that he/ she will supply the equipment through the Tenderer and will attend all service calls during warranty period

(Authorisation letter should be in original and from manufacturer directly. It should be addressed to the **Director of Technical Education, Maharashtra State, Mumbai** clearly authorising the tenderer to participate in this tender by quoting tender No.)

**7. Standard Mark Certificates :**

If equipment is I.S.I. marked, valid copy of license issued by B.I.S. should be enclosed otherwise same is to be indicated in offer as "NOT I.S.I. Mark"

**8. Turn over of the Supplier:**

The tenderer is required to submit the turnover of the company for last three years certified by the chartered accountant of the company.

**9. List of Users for past experience:**

List of users other than this Department regarding quality of the equipment supplied and after sales service rendered by the supplier stating the years in which rendered Certificate from respective consignee should be provided by the supplier. Minimum three recent certificates are required to be produced.

And / or

**10. Performance of Supplier:**

Past experience of Tenderer with this Department or elsewhere regarding equipment supplied to this Department - Information to be submitted in proforma giving Order No., date, name of equipment, name of consignee. Latest certificate regarding after sales service should be provided by the supplier. Minimum three recent certificates are required to be produced.

## PROFORMA FOR PERFORMANCE OF SUPPLIER

Certified that performance of the equipment supplied and after sales service provided by M/s. \_\_\_\_\_ for last 3 years is as given below :-

Sr. No.	Name of Equipment	Supply Order No.& Date for 3 recent years	Date of Delivery	No.of failures during warranty period (Please Give details)	No.of failures after expiry of warranty period  (Please Give details)	After sales service provided by supplier ** Unsatisfactory /Satisfactory/ Good	Remark
1	2	3	4	5	6	7	8
							Please attach service reports of the supplier.

\*\* Specific remarks only to be given in words specified.

Signature of Head of  
Institute/Organisation/Office

With name and seal of the Office

### 11. Technical Literature/Relevant Leaflet of the equipment:

Relevant leaflet /Technical literature / Maintenance manual /Catalogue highlighting products features offered in the Tender must be enclosed in original. The offer shall be considered only if the original leaflets/literature is enclosed. All the technical information about the equipment required for checking whether the equipment offered as per Tender Specification or not should be available in the Technical literature enclosed. The literature should be corresponding to the Model and Make offered in the commercial Bid.

### 12. Declaration by the tenderer:

Copy of Declaration duly signed by tenderer regarding, penalty clause, Risk purchase clause, fall clause.

### 13. No Deviation Statement:

No Deviation statement of specification of the equipment offered giving details of specification in following proforma only (No other formats will be accepted):

Specification of equipment stated in Tender Enquiry step by step	Specification of equipment offered by Tenderer step by step	Whether there are deviation from the tender specification Yes / No	If yes, indicate clearly which are the deviations.
1	2	3	4

Signature of Tenderer with Seal

#### 14. Covering Letter for Enclosure:

A covering letter stating the list of enclosure should be attached in the offer along with the checklist.

#### **(B) Envelope No.2: (Commercial Bid)**

The Second Envelope clearly marked, as "Envelope No.2" Commercial Bid shall contain the following: -

1. Main Priced Tender form (Price to be quoted only on this Tender form with signature & Seal of Tenderer.
2. The rate should be quoted only for the items specified in the list of requirement and should be for items of given specification / Mark / Model/ Manufacture and be as follows: -
  - a. Free delivery at destination basis including cost of Training to the minimum 3 staffs of consignee for operation and maintenance of equipment.
  - b. Break up of price giving basic price and price of standard Accessories.
  - c. Percentage of Excise Duty
  - d. Sales Tax / C.S.T. / VAT
  - e. Installation Charges, if any
  - f. The charges for Installation, plumbing foundation, electrification as recommended by manufacturer etc. if any should be mentioned separately by the tenderer.

- g. Normally the inspection will be at the consignee's place. If the inspection is at the factory or at the site then the TA/DA of the inspectors will have to be borne by the supplier.
  - h. Inspection charges if any are to be borne by the supplier. The supplier shall arrange all the materials/facilities required for the inspection.
  - i. Total cost free door delivery basis (a to h) [If imported items are valued in foreign currency the exact exchange rate for Indian Currency, should be mentioned]
3. Details of specifications, relevant leaflets, highlighting technical features if available shall be quoted
  4. Make and name along with recent address of the manufacturer must be given. ISI marked equipment if available shall be quoted.
  5. Free training for operation and preventive & breakdown maintenance of the equipment is to be arranged by the supplier / manufacturer immediately after delivery to minimum of 3 staff members from each of the consignee.
  6. Delivery is to be effected within twelve weeks from the date of final order. If the quoted delivery period is more than 12 weeks justify it with specific reasons. Purchaser's decision will be final in deciding the delivery period. Stores should be delivered to the consignee on working days during office hours only.
  7. Free rigorous working trial with derived results should be given at consignee's place immediately after delivery.
  8. Maintenance Manual and operation manual should be supplied along with the equipment free of cost.

**(C) Submission of Tender: -**

The two sealed Envelopes No.1 & 2 shall be put again together in one common cover and sealed. The sealed cover shall be marked on the left hand top corner.

“ Tender for \_\_\_\_\_Tender No.\_\_\_\_\_

Date of Closing \_\_\_\_\_Date of Opening \_\_\_\_\_”

The full name and address of the Tenderer and the name of the authorised agent delivering the sealed cover containing tender shall be written on the bottom left hand corner. The Tenderer should ensure that their tender is received by

Directorate of Technical Education, Maharashtra State, Mumbai before the last date & time of the closing the tender. The tender received after closing date and time will not be accepted at all. All the tenders should put their tender in the "Tender Box" kept in Desk No.11 of Directorate of Technical Education.

**(D) Opening of Tender: -**

On the date specified in the tender notice the tender will be opened in room of Desk No.11. The supplier/representative can attend the tender opening. The date of Commercial Opening shall be displayed on the notice board in front of Desk No.11.

**IMPORTANT NOTE:**

- (1) All the papers in Envelope No.1 and No.2 should be serially numbered for e.g. if there are ten (10) pages in Envelope No.1 the pages should be numbered as 1/10,2/10,.....10/10 and pages should be firmly attached in form of a booklet.
- (2) All true copies must be attested by Gazetted Officer.
- (3) Shortcomings, if any, in Envelope no.1 and 2 are not completed within given time limit, will result in rejecting tender.
- (4) The supply order will be placed in the name mentioned in cash-receipt, income tax, Sales Tax statement and for any reason change in name of supplier will not be accepted.
- (5) Discount, if any will be taken on basic price and accordingly excise duty, Sales tax etc will be calculated.
- (6) Shortcomings, if any will not be informed to the tenderer by post.
- (7) Authorisation letter should be in original and from manufacturer directly. It should be addressed to the **Director of Technical Education, Maharashtra State, Mumbai** clearly authorising the tenderer to participate in this tender.
- (8) Tenderer should quote for all items otherwise tender will be rejected.
- (9) Tenderer should quote for AMC after warranty period for a period of 5years.

(10) If required identical equipment/machinery/instruments should be offered for inspection/working trial with eight days notice.

The right to accept or reject any or all tenders in part or whole without assigning any reason thereof is reserved with Director of Technical Education, Maharashtra State, Mumbai and his decision(s) on this matter will be final and binding to all.