

TERMS AND CONDITIONS

1. Quotations shall be submitted in plain paper(s) by clearly indicating name of the firm, correspondence address with telephone and fax No., earnest money detail.
2. Quotation for all items **in a single package** should be submitted in one envelope.
3. Quotations envelope must be sealed and superscripted “**QUOTATION/TENDER FOR SUPPLY AND INSTALLATION OF EQUIPMENT AT FORENSIC SCIENCE LABORATORY**”, which will be addressed to **The Director, Forensic Science Laboratory, MINECO, Khatla, Aizawl, Pin:796001**, clearly indicating full postal address with contact No./fax No. of the tender/sender.
4. The Quotation envelope must contain the following documents kept separately in sealed envelope clearly indicating the content(s) inside on the outside of the envelope.
 - (i) **Earnest Money Deposit** at the rate of 3% in case of Tribal Tenders and 5% in case of Non-Tribal to the quoted amount in the form of Deposit at Call Receipt/Demand Draft in original from any Nationalized Bank of India duly pledged in the name of the Director, Forensic Science Laboratory, Mizoram, Aizawl.
 - (ii) **Technical bid** consisting of all technical details along with commercial terms and conditions.
 - (iii) **Financial bid** indicating total price for all items **indicated in the Annexure-A as a package**. Price for all the items mentioned in the technical bid as a single package
5. Quotations received from firms and individuals should attach Authorization or Reseller Certificate, as the case may be from concerned Firms/Manufacturers (OEM) duly attested by a Gazetted Officer or Notary. Original Certificate may be asked to produce at the time of opening of the tenders/quotations.
6. The Bidders or it's OEM(s) should have experiences for supply of high-end analytical laboratory instruments at Forensic Science Laboratories for work value more than any of the following. Completion certificate from competent authorities should be submitted as proof of credential.
 - (a) Intending bidders should produce credentials of a similar nature of single work order of the minimum value of Rs 150 .00 Lakh during last 3 (three) years prior to the date of issue of this notice from a Govt. or Semi Government organization.
 - OR**
 - (b) Intending bidders should produce credentials of 2 (two) work order similar nature of work, each of the minimum value of Rs 80.00 Lakh during 03(three) years prior to the date of issue of the tender notice from a Govt. or Semi Government organization.
7. Manufacturers/OEMs submitting their Quotations directly shall attach photocopies of their manufacturing license, CIN (Corporate Identity Number) and other relevant permissions/license required for such manufacturing duly attested by a Gazetted Officer or Notary. Original Certificate shall be produced at the time of opening of the tenders/quotations, if demanded.
8. Quoted rates shall be inclusive of Goods and Services Tax (GST).
9. **Warranty period** should be mentioned clearly and availability of After-Sales-Service facilities during warranty period.

10. **The rates will be F.O.R. destination Forensic Science Laboratory, MINECO, Aizawl, Mizoram, PIN: 796001.**
11. Tender must be accompanied by the following documents: -
 - (a) Photocopy of GST Registration Certificate duly attested by a Gazetted Officer. Original Certificate should be produced at the time of opening of the tenders/quotations, if demanded.
 - (b) PAN Card & IT Return Acknowledgement for last consecutive 3 (three) financial years (2021-22, 2022-23 & 2023- 24).
 - (c) Valid Trade License.
 - (d) CA Approved Audited balance sheet for last three years.
 - (e) Photocopy of Scheduled Tribe Certificate duly attested by a Gazetted Officer or Notary(For Tribal Bidders). Original Certificates should be produced at the time of opening of the tenders/quotations, if demanded.
 - (f) Non-Judicial adhesive Stamp worth at least Rs.7.50/- should be affixed (for Non-Tribal Bidders).
12. The Bidder or it's OEM should have Laboratory Instrument Service Set up in Eastern Region preferably Kolkata or nearby station so that they can render service support during period of warranty and preventive or breakdown maintenance.
13. Intending bidder must be acquainted with the place of Installation prior to submission of Tender to understand all local conditions, constraints, nature of Instruments used by the Laboratory and all facts related to installation, place of loading, unloading, which may affect their rates to quote.
14. The Bidder or its OEM should produce evidence of execution with completion certificate of supplies of similar instruments (minimum three nos. in state or Central Government organization) in the **North-East Region** for various high-end, instruments (Preferably in Mizoram, Nagaland, Manipur and Arunachal Pradesh)
15. All pages of the bid documents should be printed, signed, stamped and dated; hand written shall not be entertained. In case of over writing/correction, the bidders should give initial with date. **Any page or pages not signed, stamped and dated will be marked violated clause at the time of opening of tender.**
16. A successful bidder has to execute an appropriate Deed of Agreement within 15 (fifteen) days from the date of communication of his/her quoted rate(s), failing which the tender will become invalid.
17. Once the rate is accepted and communicated to the successful bidder, the same shall remain valid for 1(one) year w.e.f. the date of issue of Supply Order. **No further price escalation will be allowed during validity period.**
18. A successful firm will have to supply the material within the period fixed by the Department. If the supply cannot be made within the stipulated period without any valid and justifiable reasons with prior intimation, the Department shall be at liberty to procure the materials from any other sources without assigning any reason thereof.
19. **The Equipment along with detail specification to be supplied at the Office of the Director, Forensic Science Laboratory, Mizoram is indicated in the Annexure-A as a single package.**
20. **The Quotation should quote the rate of materials in terms of "Rate for the entire package".** Rates quoted should be inclusive of all taxes. All corrections/alterations in the Quotation should be attested by putting full signature by the Bidder(s).

21. **Quotation to be submitted for all the items in a single package mentioned in Annexure-A clearly indicating the SI No., Name of items, Brand name, specification, Quantity, Total Rate for all the items in a single package in words and Total amount in the relevant document.** Bidders should submit the Brochure, Make & Model number, required declaration on compliance in the Bid documents of the offered Instrument so that the Department can evaluate the specification and clarity of application of the offered instruments. All offered specifications need to be supported with literatures, specification sheet which should be available in the website as well. This is a critical requirement to get technically accepted. Any deviation needs to be mentioned in the compliance statement.
22. In case of Quotations sent by post, it should be sent in registered post with acknowledgment due. The quotations should reach the Director, Forensic Science Laboratory, MINECO, Khatla, Mizoram, Pin-796001 within the date and time fixed for the receipt of the Quotations.
23. **The undersigned in no way is bound to accept the lowest rate or any of the tenders even if valid and reserved the right to accept or reject any tender without assigning any reason thereof and may give preference to supplier/manufacturers/firms of reputed brand/company and having good performance record.**
24. The undersigned shall reserve the right to cancel the bid process and reject any and all of the bids.
25. Any supplied material will be checked when the materials arrive at the place of delivery and the supplier will be bound to replace the materials if the materials are found not conforming to specifications.
26. **All payment will be made only after fulfillment of supply and installation (as the case may be) to the satisfaction of the Director, Forensic Science Laboratory, or any authority authorized by him.**
27. All disputes are subjected to the jurisdiction of the Courts in Aizawl.

(T. LALROPIA)
Director,
Forensic Science Laboratory,
Mizoram, Aizawl