

**Hospital Store  
ESI Hospital Basaidarapur  
Ring Road New Delhi-110015**

<http://www.esih-basai.org>

**Telefax:- 25936932**

F.No. DMH/18/27/PCS/Biochem./2010/HS/169

Dated: 21.02. 2011

To,  
M/s

Subject: - Invitation of sealed bid for "**Elisa Reader**" under Two Bid System.

Medical Superintendent, E.S.I Hospital Complex, Basaidarapur, New Delhi-110 015 intends to purchase 01 No. of Elisa Reader as per the specification enclosed for the Dep't. of Biochemistry. You are requested to submit your bid latest by **18.03.2011 up to 01:00 P.M.** in the form of sealed bid under **Two Bid system-Technical Bid & Price Bid**. Technical Bid should consist all the technical details along with commercial Terms & conditions, & Price Bid should indicate the price of the item mentioned in technical bid.

The Technical Bid & Price Bid must be sealed by the bidder in separate envelope duly superscribed "Technical bid for Elisa Reader ." Price bid for Elisa Reader". Both the sealed envelopes are to be put in the bigger envelope which should also be sealed & duly superscribed. "Bid for Elisa Reader". Bid may be dropped in the tender box kept at the Hospital Store up to **01:00 P.M. on 18.03.2011**. If the bid is sent by post, it must reach before 01:00 P.M. on 18.03.2011. Bids received late will not be considered. Proof of postage won't be considered as a claim for timely submission of tender. All the bids received will be opened on the same day at 2:00 P.M. Bidders or their authorized representative may be present if they wish to be. In case 18.03.2011 is declared a holiday, bids will be opened on next working day at the same time & venue. Bid should be accompanied by Earnest Money of **₹ 6000/- (Six thousand only)**, in the form of D.D./Banker's cheque, in favour of **E.S.I Fund Account No.1** payable at Delhi. Earnest Money is to be attached with Technical Bid. Bid without Earnest Money deposit or tender cost will not be accepted.

#### TERMS AND CONDITIONS

Tender is required to be submitted in two bid viz '**Technical Bid and Price Bid**' in one envelop mentioning the name of item (make and model if any), price (taxes if any inclusive/exclusive) and name of tenderer with complete corresponding address. Each and every page of the quotation is to be serially numbered and duly signed by authorized bidder/signatory.

Both the envelopes are to be put in a single envelop superscribed "Tender for (name of the equipment) and Name of the bidder and specifying the numbers of envelopes enclosed/inserted.

#### **(A) Technical Bid:-(It should comprise of following)**

1. EMD (To be furnished in accordance with the S No. 1 )
2. Technical details of the quoted items with reference to tender specifications.
3. Catalogue/literature, make and model of the Equipment offered
4. Warranty/Guarantee period.

5. Undertaking for providing AMC/CMC for 5 years or as mentioned in specifications after expiry of Warranty/guarantee period with rates blanked.
6. Statement of deviations (parameter-wise) from tender technical specifications and Commercial condition, if any
7. Authority letter from manufacturer in case bid is submitted by authorized agent (**As per annexure III**)

**(B)Financial Bid:-(It should comprise of following)**

1. The information given in technical bid marked\* should be reproduced with prices indicated. any deviation in this regard will render the bid liable for rejection. The prices should be all inclusive lump sum prices as per description given in sl. no. 2 below. The price of AMC/CMC for 5 years after expiry of warranty/guarantee period should be given in financial bid only. The tender will not be considered without offer of AMC/CMC. In case of CMC (comprehensive maintenance contract) the rates should be quoted inclusive of spares. Only technical bid (unpriced) shall be opened first and shall be referred for the technical evaluation. The financial bid of only those bidders whose technical bid is found acceptable by the technical evaluation committee will be opened by purchase committee for further action.

2. Rate should be quoted as lump sum price F.O.R. destination in Indian Rupees inclusive of

of the equipment, freight, insurance, transit insurance, packaging, forwarding, , excise duty etc as well as charges for installation and commissioning with all the men and material required for the same. All inclusive lump sum prices need to be accompanied by a statement indicating a clear 'break up' of lump sum price in its various components constituting it along with values/amount indicating against each of such component adding to arrive at all inclusive lump sum price. No other charges in addition will be payable on any account over and above the lump sum price quoted. Price variation clause will not be acceptable. The rates quoted in ambiguous terms such as "freight on actual basis" or packaging forwarding extra will render the bid liable for rejection irrespective of its gradation in respect of lump sum prices quoted. Bidders in their own interest shall ascertain the eligibility of whatsoever concession and exemption eligibility applicable to the Hospital and shall advise the purchaser and quote accordingly. Bidder shall indicate the actual amount of octroi, excise duty , sales tax etc. which becomes otherwise payable in the extreme event of hospital authorities being not in a position to release certificate such as octroi exemption certificate Form-D.

Tender should be typed in words as well as in figures free from erasing and error in typing. The bidder must attest any erasing/error otherwise the rates in reference of that particular item shall not be considered. The bidder along with seal of the firm must sign each page of the tender. The covering letter should indicate the list of enclosures.

1. **EMD:** should be deposited by the bidder by enclosing Demand Draft or Bankers Cheque only in favour of 'ESI Fund A/c No.1' along with Technical bid which shall be refunded to bidders without any interest after finalization of tender.

**2. Security Deposit:** equivalent to 10% of the total cost of the equipment shall have to be

deposited by the successful tenderer through Demand Draft/Bankers Cheque in favour of 'ESI Fund A/C No. 1' or Fixed deposit only in favour of 'Medical Superintendent, ESI Hospital Basaidarapur, New Delhi-110 015'. The same shall be released after fulfillment of all contractual obligations and no interest shall be payable thereof.

**3. Supply:** shall be made by successful tenderer within 6 weeks from the date of placement of supply order.

**4. Working Demonstration:** to be provided in Delhi to Technical Evaluation Committee within stipulated time frame as and when asked for & only two chances for demonstration will be given.

**5. Only manufacturer/authorized distributor/stockiest** of the firm whose item is being quoted will be considered.

**6. Only appropriate model as per specification should be quoted.** Alternate offer(s), if any, must accompany with the additional requisite EMD, failing which alternate offer(s) will not be considered for evaluation.

**7. Name, Designation and Specimen signature** of the person/representative authorized by the competent authority of the firm to deal with the tender/sign the tender document must be enclosed along with the tender

**8. (a)** Tenderer must provide Delhi address, if any, along with the telephone no., fax no. & E-mail ID with tender for all correspondence.

**(b)** The firm should also provide the complete address along with telephone and fax no. of service station from where after sale service would be provided.

**9. The offer** - should be valid for 1 year from the date of opening of the tender.

**10. Guarantee/warranty** - The equipment should be guaranteed/warranted for minimum period of 2 years or as mentioned in specifications from the date of satisfactory installation.

**11. (a)** The tenderer shall enclose an undertaking by the manufacturer of the equipment for

servicing the equipment and supply of spare parts whenever required at least for 5 years after completion of warranty/guarantee..

**(b)** The firm should ensure to keep the equipment in working order throughout the year.

**(c)** In event of equipment covered under CMC/AMC going out of order the fault shall have to attend to within 24 hours of lodging the complaint. In case the equipment is not restored in functional order within a week, a penalty of 0.5% of total cost of AMC/CMC of the equipment per day for the period of equipment remaining out of order will be levied during AMC/CMC.

**(d)** If the equipment needs calibration, the firm shall be responsible for calibration as a part of AMC/CMC

(e) During the warranty/guarantee period in the event of equipment remaining out of order beyond a period of 24 hrs.of lodging the complaint a penalty to extent of 0.25% of purchase value of the equipment shall be levied for each day of the equipment remaining non functional beyond permissible limit.

**12. For spares** – Along with rates of AMC/CMC a list of commonly used spares with price as on date must be also enclosed in financial bid.

**13. One Tenderer** cannot represent two manufacturers or quote on their behalf in a Single tender for a particular item.

**14.** Any other miscellaneous items required for equipment may also be quoted in financial bid.

**15.** A certificate about satisfactory performance of the equipment duly authenticated by HOD/MS of the Hospital/institution of the equipment may be furnished.

**16.** Tenderer has to submit a signed undertaking on stamp paper of Rs.100/- (one hundred only) along with tender as per enclosed Annexure-II “To be made part of technical bid”.

**17.** Tenderer has to submit manufacturer’s authorization certificate on letter head as per annexure III in case bid is submitted by authorized agents “.To be made part of technical bid.”

**18.** Payment shall be released through RTGS after satisfactory installation of the equipment.

**19.** In the event of non supply of equipment ordered by the approved time the earnest money deposit shall be forfeited.

**20.** Equipment must support interface/integration for the data transfer from equipment to third party Hospital Management application.

**21.**The rates should be quoted in rupees only & should not be higher than quoted in any other organization/institution(Certificate may be enclosed)

**22.** Equipment manufacturers must provide Technical documents explaining the pre-requisites, data exchange format and detailed user and technical manuals explaining how to integrate and transfer data with third party Hospital Management application.

**23.** Equipment manufacturers must also provide the needed hardware drivers, data cables and technical support to integrate the equipments with third party Hospital Management application.

**24.** Medical Superintendent reserves the right to reject/accept any or all tenders without

assigning any reason thereof . No Correspondence will be entertained in this regard.

For Medical Superintendent

## **CHECK LIST**

## **Annexure I**

The bidder should ensure that the following information/documents are enclosed along with the bidding documents (Technical Bid).

(I) EMD (As per Sl. No. 3 of Terms & Conditions) Yes/No

(II) Bid-Form and price schedule as given in S.No1 of Terms and conditions Yes/No.

(III) Five years AMC/CMC charges as given in S.No.13 of Terms & conditions Yes/No

1. Rate certificate indicating that they have not supplied the said equipment to any individual, Govt. or private institution at the rate lower than the quoted rate. Yes/No

(IV) Manufacturer's Authorization Certificate (As per Annexure III) in case Bid is submitted by Agents. Yes/No

(VI) User's list along with the Certificate about Satisfactory performance report of the equipment & quality of after sales service duly authenticated from existing users of the quoted model of equipment. A list of the users of quoted model, indicating the complete postal address of the users and date of supply of the equipment is also endorsed. Yes/No

(VII) Authorization Certificate from the Principal/manufacturer that they will be solely responsible for maintenance of equipment during guarantee/warranty and AMC/CMC period even when the Agent is changed during this period (As per Annexure- III) Yes/No

(VIII) Authorization certificate from principal that spares and any other miscellaneous items (As applicable)of the equipment quoted will be freely available for at least five years after expiry of warranty/guarantee period (As per annexure III) Yes/No

(IX) Tenderer has to submit a signed undertaking on stamped paper of Rs.100/- (Rs.one hundred only) along with tender (As per Annexure II) Yes/No

(X) For the equipments where consumables/reusable etc are required a list indicating cost and life of consumables be given. Yes/No

Name,signature & address of the Tenderer with rubber stamp.

**Undertaking (To be submitted on Rs. 100 stamp paper)**  
**Annexure II**

1. I undersigned certifies that I have gone through the Terms & conditions mentioned in the tender document including annexure and undertake to comply with them. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of opening of tender.

2. It is certified that rate quoted are the lowest quoted for any institution/Hospital in India.

3. Earnest money deposited by me/us viz Rs.\_\_\_\_\_ in the form of Demand Draft/Banker's Cheque in favour of ESIC Fund Account No.1 New Delhi is attached herewith and shall remain in custody of the Medical Superintendent, ESI Hospital,Basaidarapur, Delhi as per SI No 3 of terms and conditions.

4. (A) I/We give the rights to Medical Superintendent, ESI Hospital, Basaidarapur Delhi to forfeit the EMD deposited by me/us if any delay occur on my/agent's part or fails to supply the article at the appointed place and time and of the desired specification.

(B) I/we undertake that I/we will be in position to provide Annual Maintenance contract/Comprehensive Maintenance Contract (AMC/CMC), Spare Parts, and consumables for 5 years after completion of guarantee/warranty period .I/we also undertake to keep the equipment in running order throughout the year under warranty / guarantee/ AMC/CMC and in case of equipment going out of order, the fault will be attended within 24 hours of lodging the complaint. The firm shall ensure the machine is set right within 7 days of intimation. However the tenderer have to arrange similar equipment as a stand by at his cost and risk in case of breakdown of machine is not set in

working condition. Failing which, a penalty of 0.25% of the total cost of the equipment per day for the period equipment remains out of order be levied on me/us.

5. There is no vigilance/CBI case or court case pending against the firm/supplier.

6. On Inspection if any article is found not as per supply order, it shall be replaced by me/us in time as asked for, to prevent any inconvenience at my /our own expenses .

7. I/we hereby undertake to supply the items as per specifications and directions given in supply order within the stipulated period.

8. I/we undertake to provide guarantee/warranty as mentioned in specifications from the date of satisfactory installation and inspection. I also undertake that I will maintain the equipment during this period and replace the defected parts free of cost, if necessary.

9. I/we understand that Medical Superintendent, ESIC Hospital, Basaidarapur, New Delhi-110 015 has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

**Name, Signaure & Address of the tenderer**

**with rubber stamp**

### **AUTHORIZATION CERTIFICATE**

### **Annexure III**

To,  
Medical Superintendent,  
ESI Hospital, Basaidarapur,  
New Delhi-110 015.

Respected Sir, /Madam,  
Authority letter against Tender No. -----due on -----  
-----item quoted-----

-----We,-----, who are  
established and reputed manufacturers of-----having factory at---  
-----and hereby authorize M/s-----

----- (Name and address of agent) to bid,  
negotiate and conclude the contract with your institution against above tender for  
the above goods manufactured by us.

We hereby extend our full guarantee/warranty as per Clause at S. No. 10 of the  
Terms & Conditions of tender for the goods offered for supply against this invitation  
of bid from the above firm. We also confirm that the spares and any other  
miscellaneous items (As applicable) of the equipment quoted will be freely available  
for at least five years after expiry of Warranty/guarantee period.

Our other responsibilities include:

1. Information regarding the name of new agent, in case of change of agent

2. -----(Here specify in detail manufacturer's responsibilities)

The services to be rendered by M/s-----are as under

1. -----

2. -----

(Here specify the services to be rendered by the agent)

Yours faithfully,

**(Signature & Name of manufacturer)**

**With address and seal**

Note: This letter of authorization should be on the letter head of the manufacturing concern and should be signed by a person competent and having the authorization to issue said certificate on behalf of the manufacturing firm. The said certificate should also bear the signature of participating bidder as a witness.

### **Specification of Elisa Reader for Biochemistry**

1. Photometer with 12 measuring channel plus 1 reference channel
2. Should have wavelength range of 400-750 nm (6 filters 405,450,492,540,620 & 690 nm) with provision for fitting additional filters.
3. Single and dual wavelength measurement with facility for kinetic measurement.
4. Should have a minimum resolution of 0.001 O.D. and linearity up to 2.0 OD
5. Should be capable of reading within 30 seconds.
6. Should be able to read 96 well microplates adjustable for different microplate geometrics.
7. Should have programmable time & speed shaking. Time programmable between each measurement. Agitation programmable before each reading.
8. Should have at least 25 user defined programmes.
9. Should have data memory of at least last 25 plates.
10. Bidirectional printer interface capable of printing complete results & graphs etc. directly from the Elisa reader.
11. Built in Windows based software programming software.
12. Halogen lamp 20-40 W with lamp save feature for 1 million readings & prefailure warning.
13. Should be capable of working on 180-260 Volts AC.
14. The unit shall be capable of operating continuously in ambient temp. of 10-40 ° C and relative humidity of 15-90 %.
15. Voltage corrector/stabilizer of appropriate ratings meeting ISI specification (Input 160-240 V & output 220-240 V and 50 Hz.) should be provided with the system.

16. Suitable UPS with maintenance free batteries for minimum 15 minutes backup should be supplied with the system.
17. Comprehensive training for lab. staff and support services till familiarity with the system.
18. Should be compliant to ISO 13485: quality system-Medical Devices-Particular requirements for the application of ISO 9001.
19. Should be FDA/CE,UL or BIS approved product.
20. Three years warranty, 5 years comprehensive AMC should be available with service centers in close proximity.

Documents required along with the equipment:

- (a) User/technical/maintenance manuals to be supplied in English.
- (b) Certificate of calibration & inspection.
- (c) List of important spares & accessories with their part number and costing.
- (d) Log book with instruction for daily, weekly, monthly & quarterly maintenance checklist.

The job description of the Hospital technician and company service engineer should be clearly spelt out.