

## **MSME TESTING CENTRE MUMBAI**

Tender No.: MSME-TC / MUM/ CAL/2019-20/08

### **TENDER DOCUMENT**

### **for the Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration For Chemical Division**

#### **MSME Testing Centre (Western Region)**

**Ministry of Micro, Small & Medium Enterprises,  
Government of India**

**MSME-DI Campus, Kurla Andheri Road,  
Saki Naka, Mumbai- 400 072 (Maharashtra).**

Telephone: (022) 28570588 / 28576998

Fax : (022) 28572238

<http://www.msmetcmumbai.gov.in>

**DETAILS OF ONLINE TENDER:**

On behalf of Director I/c, MSME Testing Centre, Mumbai, Government of India, invites e-bids under Two Bid Systems (Technical and Financial Bid) from eligible & qualified reputed Manufactures/ Authorized service providers/ Calibration agencies for the **Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration of the Equipment's/ Machines** for MSME - Testing Centre, Mumbai for Chemical division as per enclosed Annexure-II.

Sl. No.	Particulars	Details
1.	Bid Reference	<b>E-Tender No.: MSME-TC / MUM/ CAL/2019-20/08</b> <b>Date: 18.01.2019</b>
2.	Scope of Tender	<b>Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration of the Equipment's/ Machines</b>
3.	Specification/ Details of machine	The detailed list of Equipment's/ Machines are specified in tender document placed at <b>Annexure – II</b> . Bidder must be accredited to National Accreditation Board for Calibration.
4.	Details of Contact Officer/ Tender inviting authority	The Director I/c, MSME Testing Centre, Mumbai Tel No. 022-2857 0588
5.	Mode of Tendering	<b>e-Tender (online) on URL</b> <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
6.	Type of Bid system	Two Bids System
7.	No. of Covers	i) Technical Bid, ii) Financial Bid
8.	Tender Fee	Rs 500/- (Rupees Five Hundred Only) through Demand Draft/Bankers Cheque in favour of "DIRECTOR, MSME-Testing Centre, Mumbai" Payable at Mumbai on or before bid submission closing time.
9.	Bid Security/Earnest Money Deposit (EMD)	Interest free, 5,000/- (Rupees Five Thousand only) through Demand Draft/Bankers Cheque in favour of "DIRECTOR, MSME-Testing Centre, Mumbai" Payable at Mumbai on or before bid submission closing time.
10.	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate/proof of registration for the goods for which this tender floated, must be uploaded with Technical Bid.
11.	Venue for Pre-bid meeting, Technical Bid Opening and receiving EMD & Tender Fee	MSME – Testing Centre, Kurla - Andheri Road, Sakinaka, Mumbai – 400 072, Maharashtra
12.	Bid Validity	Valid up to 31.03.2020

The details of important dates are as follows:

Tender Publish Date & Time	<b>18.01.2020, 17.00 Hrs</b>
Bid Submission Start Date & Time	<b>18.01.2020, 17.00 Hrs.</b>
Bid Submission End Date & Time	<b>07.02.2020, 11.00 Hrs.</b>
Technical Bid Opening Date & Time	<b>08.02.2020, 14.00 Hrs</b>
Financial Bid Opening Date & Time	<b>Intimation will be given in e-procurement portal to technically qualified bidders</b>

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**GOVERNMENT OF INDIA**

Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME)  
MSME-Testing Centre, Mumbai  
Kurla Andheri Road, Sakinaka, Mumbai – 400 072

**NOTICE INVITING e-TENDER :**

MSME Testing Centre, Mumbai, Government of India, invites **online bids under two bid systems (i.e. Technical Bid and Financial Bid)** for procurement work of instruments / equipment's /auxiliaries in this office for the year **2019-20**. The e-bid shall be submitted online on [www.eprocure.gov.in](http://www.eprocure.gov.in) and The tender is also available on <http://www.msmetcmumbai.gov.in/>. No hard copy of e-bids shall be accepted in the office. All prospective bidders may visit [www.eprocure.gov.in](http://www.eprocure.gov.in) (bidder's manual kit) before online submission of e-bid.

**A-1 General:**

On behalf of Director I/c, MSME Testing Centre, Office of Development Commissioner Government of India, Ministry of Micro, Small & Medium Enterprises, Mumbai, invites e-bids under Two Bid Systems (Technical and Financial Bid) from reputed Manufactures/ Authorized service provider's/ Calibration agencies for the Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration of the Equipment's/ Machines in this office for the year 2019-20.

**A- 2 Tender Document:**

Tender Document can be downloaded from the website available <http://www.msmetcmumbai.gov.in/> and on CPP E-Procurement portal.

**A- 3 Bidding Procedure:**

- a) Bids are invited in two Bid systems, (1) Technical Bid and (2) Financial Bid.
- b) All documents pertaining to technical bid, as per tender document, is to be uploaded in respective cover before bid submission end date on [www.eprocure.gov.in](http://www.eprocure.gov.in).
- c) The financial bid should be filled in the given RFQ.
- d) The **Tender Fee of Rs. 500/- (Five Hundred only)** and **bid security (EMD)** of the amount of **Rs. 5,000/- (Rs. Five Thousand Only)** in the form of Bank draft/ Banker's Cheque only issued by any commercial Bank in favour of DIRECTOR, MSME-TC, MUMBAI should reach this office before Bid Submission End Date, failing which the Technical Bid will be rejected.
- e) Requirement of **EMD & tender fee is exempted** for Micro & Small Enterprises on submission of relevant & requisite certificate.
- f) Technical Bids of all the tender will be opened online on pre scheduled date & time

- g) Intimation will be given in e-procurement portal to technically qualified bidders for Financial Bid Opening Date & Time.
- h) All relevant rules and regulation of Government of India will be final and applicable & binding on all bidders.

#### **A-4 Eligibility / Qualification Criteria:**

- a) The bidder shall preferably be registered under established relevant central Acts. Or those who have been approved by any Government Department / Government Organisation.
- b) The bidders have to submit the documents related to work experience, if any.
- c) All the bidders must have to submit GST registration certificate along with the tender documents.
- d) Any organization, which is having disputed issues pending with this office like show-cause notice, warning issued, etc. will not be eligible to participate in the bid. Undertaking in this regard must be enclosed by bidders.

#### **A- 5 Period of validity of bid:**

The bid shall remain valid up to 31.03.2020 from the last date of submission of bids. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.

#### **A- 6 Submission of Bids / Opening of Bids:**

- a) Any deviation of any sort e.g. Technical or Commercial terms and conditions shall be specifically indicated in the Technical Bid itself. The bid will be evaluated for selecting **L-1 bidder on total price based** only.
- b) Silence or use of the word "Noted" against any of the Bid conditions shall mean bidder agrees to comply with that/those conditions of Bid which shall be supported with documents.
- c) The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second cover i.e. Financial Bid through [www.eprocure.gov.in](http://www.eprocure.gov.in) portal.
- d) All copies of the bid, which is uploaded, shall be signed and stamped, on every page, by authorized signatory and must have proper page numbers.
- e) All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed RFQ.
- f) Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.
- g) Bidders shall furnish clause-by-clause commentary on all clauses of Bid Document including Technical Specifications and must specify the reference page number.

- h) Any firm will not be allowed to participate in the bid, if the firm is having any pending issue /disputes in this office, like, pending of work, technical, financial issues etc.

#### **A-7 Clarification of Bids:**

To assist the examination, evaluation and comparison of bids the Purchaser with the help of consultant (if required) may at its discretion, ask the bidder for clarification of their bids. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

#### **A- 8 Evaluation of Bids:**

- a. The Purchaser will examine the bids to determine whether:
  - i) They are complete,
  - ii) Required EMDs etc. have been furnished,
  - iii) The documents have been properly signed with proper numbering on all documents
- b. Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.
- c. The Purchaser will examine the bids to determine the correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non- responsive.
- d. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.
- e. Purchaser may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- f. Purchaser reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of supply.
- g. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.
- h. The purchaser may seek clarification in writing from bidder. Bidder shall be promptly replying within the time limit specified in the clarification letter from the purchaser.

#### **A-9 Purchaser's right to accept or reject any or all bids:**

- a. MSME-TC, Mumbai reserved the right to modify or change any terms & condition applicable to the offer at any time without prior notice.

- b. The Purchaser reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.
- c. The acceptance of tender will rest with the Director, MSME-TC, Mumbai who does not bind himself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- d. Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

**A-10 Prices:**

The selection of the lowest bidder will be on the basis of the total charges inclusive of all Taxes & duties etc.

**A- 11 Termination by default:**

The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to Supplier, terminate the Contract in whole or part:

- i. If the Supplier fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Purchaser,
- ii. If the Supplier fails to perform any other obligation(s) under the Contract.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered for any excess costs for such similar goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

**A-12 Resolution of Disputes:**

- a. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b. If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract.
- c. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national forum. The mechanism shall be specified in the Special Condition of Contract.



**A- 13 Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Mumbai.

**A- 14 Taxes and Duties:**

Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the Contracted Goods & services to the Purchaser. No tax or duty will be payable by the purchaser.

**A- 15 Terms and Conditions:**

**General:**

Tender will be accepted online through CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

- a) The offer should be F.O.R at MSME Testing Centre, Kurla Andheri Road, Sakinaka, Mumbai – 400 072.
- b) Payment should be made in INR only, no advance should be provided in any case. Bills may be submitted in triplicate for processing. GST to be charged as applicable.
- c) The cost should include of all taxes.
- d) The Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.
- e) Firm shall quote rates as per the given format only.
- f) The rates quoted should be **valid up-to 31/03/2020**. All works should be completed **within 25/02/2020**.
- g) Calibration Certificate should be supplied with a having National (NPL / Equivalent) or International traceability
- h) MSME-TC, Mumbai reserves the right to modify or change any of the terms & conditions applicable to the offer at any time without prior notice. Any corrigendum etc. will be published one procurement portal and website of the office only.
- i) The Director MSME-TC, Mumbai reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders, of the grounds for the Director's action.
- j) The acceptance of tender will rest with MSME-TC, Mumbai who does not bind himself to accept the lowest bid and reserves himself the right to reject any or all the tenders receive without the assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

**MSME Testing Centre, Govt. of India, Ministry of MSME, Mumbai – 400 072**

- k) The payment shall be made to the bidder after satisfactorily completion of work by the MSME-TC, Mumbai.
- l) Pre-receipted bill in triplicate duly revenue stamped in the name of Director, MSME- TC, Mumbai shall furnished by the firm for making payment.
- m) Firm shall provide mandate form with the bank detail for RTGS/ECS payment.
- n) The tenderer will give an undertaking by the authorized signatory to the effect that the work shall be **completed within the stipulated delivery period** or **by date mutually agreed**, whichever is earlier, once the order is accepted. If the store/s is/are not supplied within the stipulated/ agreed period the order may be treated as cancelled.
- o) In case there are multiple numbers of lowest bidders (L-1) then decision will be completely the discretion of the purchaser.
- p) A list containing name & address of the organizations, preferably Govt., to whom similar equipment / instrument have been supplied to be enclosed as a **proof of credentials**.

**Essential:**

- a. All technical details supported with Brochure / Catalogue, copy of traceability Certificate (whenever required), I.T. & Sales Tax/GST clearance, Dealership Certificate (if required) along with commercial terms & conditions and Financial Bid indicating item- wise price mentioned in the RFQ should be uploaded separately in respective cover.
- b. Submission of Tender does not automatically imply that the Tenderer is qualified for the subject Tender, the Director MSME-TC, Mumbai reserves the right to reject the Tender after receive/opening/evaluation of the tender.
- c. The **Tender Fee of Rs.500/- (Five hundred only)** and **bid security (EMD)** of the amount of **Rs. 5,000/- (Rs. Five Thousand Only)** in the form of Demand draft/ Banker's Cheque only issued by any commercial Bank in favour of DIRECTOR, MSME-TC, MUMBAI should reach this office before Bid Submission End Date, failing which the Technical Bid will be rejected. EMD of the unsuccessful bidders should be return to them at the earliest.

**GENERAL CONDITIONS OF CONTRACT :**

1. Bidder must be accredited to National Accreditation Board for Calibration and provide documentary evidence in terms of the accreditation.
2. Bidder must provide certificates of conformity of their calibrating instruments.
3. The calibration services have to be provided at MSME Testing Centre, Andheri- Kurla Road, Sakinaka, Mumbai. Therefore, the bidder is requested to quote accordingly.
4. The Centre reserves the right to cancel the tender at any stage of the tendering process without assigning any reason whatsoever. The Centre also reserves the right to accept any tender in whole or part without assigning any reason whatsoever. The successful tenderer shall be notified of the acceptance of the tender and till such intimation is received tenderer (s) should not make any arrangement or incur any expenditure in anticipation of the receipt of notice of acceptance: he/they will have no claim for compensation of any sort.

**A-16 Payment:**

The payment to the supplier under the Contract will be on delivery basis as per Government of India rules.

A-17 :

## TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub:- ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER

Tender Reference No. \_\_\_\_\_

Name of Tender. \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender documents (s) for the above mentioned tender/work from website namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website.
2. I/We hereby certify the I/We have ready the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like Annexure(s), Schedule(s) etc., which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking.
6. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.'

Yours faithfully,

(Signature of the Bidder with Official Seal)

## **B SCOPE OF WORK AND TECHNICAL SPECIFICATION OF ITEMS**

### **B- 1 Scope of Work:**

Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration of the Equipment's/ Machines

### **B- 2 The detailed list of Equipment's/ Machines/ Auxiliaries**

#### **Annexure – II (Chemical Division)**

<b>Sr. No.</b>	<b>Description of Equipment's/instruments/ machineries &amp; accessories etc.</b>	<b>Qty.</b>	<b>Name of Work</b>	<b>Is valid NABL accreditation for Calibration available? (Yes / No)</b>
1	Digital Temp. Controlled Oil Bath 200°C	1 No.	Servicing & Calibration & Intermediate Check	
2	Digital Temp. Controlled Hot Air Oven 250°C	1 No.	Calibration & Intermediate Check	
3	Digital Temp. Controlled Muffle Furnace 1000°C	1 No.	Calibration & Intermediate Check	
4	Digital Vernier Caliper 150 mm & 300 mm	1 No.	Calibration & Intermediate Check	
5	Vernier Caliper 150 mm	1 No.	Calibration & Intermediate Check	
6	Micrometre External Type (0 - 25 mm)	1 No.	Repair, Servicing & Calibration	
7	Digital Micro Meter 0-25 mm	1 No.	Calibration & Intermediate Check	
8	Digital Weighing Balance 0- 220 gm	1 No.	Calibration & Intermediate Check	
9	Digital Weighing Balance 0- 660 gm	1 No.	Calibration & Intermediate Check	
10	Digital Weighing Balance 0- 20 kg	1 No.	Servicing, Calibration & Intermediate Check	
11	Deep Freezer -25°C	1 No.	Servicing, Calibration & Intermediate Check	
12	Tensile Testing Machine	1 No.	Servicing & Calibration	
13	Pi Tape (28 to 250 mm)	1 No.	Calibration	
14	Melting Point Apparatus	1 No.	Repair, Servicing & Calibration	
15	Thermohyrometer	1 No.	Calibration	

16	Dead Weight of Hammer 1 kg	1 No.	Calibration	
17	Dead Weight of Hammer 2 kg	1 No.	Calibration	
18	Foils (For Thickness)	5 Nos.	Calibration	
19	Gauges for Minimum ID of Conduit Pipes	7 Nos.	Calibration	
20	Gauges for Maximum OD of Conduit Pipes	7 Nos.	Calibration	
21	Gauges for Minimum OD of Conduit Pipes	7 Nos.	Calibration	
22	Compression testing machine (0 to 5KN)	1 No.	Repair, Servicing & Calibration	
23	Gauges for Minimum ID of Conduit Pipes	12 Nos.	Calibration	
24	Radius of Sphere of Ball Pressure Apparatus	1 No.	Calibration	
25	Load 20N of Ball Pressure Apparatus	1 No.	Calibration	
26	Bending Device 16 mm Size (Dimensions- 4 Nos.)	1 No.	Calibration	
27	Bending Device 20 mm Size (Dimensions- 4 Nos.)	1 No.	Calibration	
28	Bending Device 25 mm Size (Dimensions- 4 Nos.)	1 No.	Calibration	
29	Weight of Steel Intermediate Piece (100 gm)	1 No.	Calibration	
30	Striking Element Dia.	1 No.	Calibration	
31	Radius of Curvature of Steel Intermediate Piece ( R- 300mm)	1 No.	Calibration	
32	Steel Scale	1 No.	Calibration	
33	Measuring Cylinder 500 ml	1 No.	Calibration	
34	Measuring Cylinder 100 ml	1 No.	Calibration	
35	Burette (0 - 50 ml)	1 No.	Calibration	
36	Bursting Appratus	1 No.	Serving & Calibration	
37	Thermometer (-5°C to 110°C)	1 No.	Calibration	
38	Measuring tape (0 - 5 m)	1 No.	Calibration	
39	Dehumidifier (Make- General Electric)	1 No.	Repair & Servicing	
40	Folding Endurance Tester	1 No.	Servicing	
41	Tearing Resistance Tester	1 No.	Servicing & Calibration	
42	Smoothness & Porosity Tester (Bendtsen Type)	1 No.	Servicing	
43	Smoothness, Porosity & Softness Tester (Gurley Type)	1 No.	Servicing	

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**B-3 Check list:**

Sl. No.	Name of the document	Yes / No	Page Nos.		Remarks
			From	To	
1	The bidder shall preferably be registered Under established relevant central Acts, or those who have been approved by any Government Department / Government organization.				
2	The bidder has to submit the documents related to work experience, if any.				
3	All the bidders must have to submit GST registration certificate along with the tender documents.				
4	Any organization, which is having disputed issues pending with this office like show-cause notice, warning issued, etc. will not be eligible to participate in the bid. Undertaking in this regard must be enclosed by bidders.				
5	Bidder have UAM registration				
6	Tender Fee of Rs. 500/-				
7	EMD of Rs. 10,000/-				

Signature: \_\_\_\_\_

Name of the Authorised Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Office seal: \_\_\_\_\_

**B-4 Financial bid format:**

Tender No. - MSME-TC / MUM/ CAL/2019-20/08

Work Description - "Repair/ Maintenance/ Servicing/ Intermediate Check / AMC and Calibration services "

**BoQ**

Name of Bidder -				
Sl. No.	Description of Equipment's/ Instruments/ Machineries & Accessories etc.	Qty.	Name of Work	Total Cost (Rs.) (Including GST and other charges if any)

**Note-**

1. This BOQ format must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only which is marked by blue colour .