

# TENDER DOCUMENT

## Supply of Optical Coherence Tomography (OCT) Subsystems/Components

TENDER NO. : SMR/PUR/CP022/2020I/PT

DUE ON : 17/10/2019

EMD : Rs.80,000/-

TENDER FEE : Rs. 500/- + 18% GST



प्रायोगिक सूक्ष्मतरंग इलेक्ट्रॉनिकी इंजीनियरी तथा अनुसंधान संस्था  
SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING & RESEARCH  
आई आई पी कैंपस, पवई, मुंबई 400076. फोन : 022 25723030/7221 फैक्स : 022 25723254  
IIT CAMPUS, POWAI, MUMBAI 400 076. TEL : 022-25723030/7221, Fax : 022 25723254  
WEB SITE : [www.sameer.gov.in](http://www.sameer.gov.in) E-mail : [purchase@sameer.gov.in](mailto:purchase@sameer.gov.in)

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## SECTION – I

### INSTRUCTIONS FOR SUBMITTING THE OFFER

1. Tender document can be purchased from the Accounts Section of SAMEER located at IIT Campus, Powai, Mumbai-76, between 1.30 pm to 4.30 pm, on cash payment, on all days except Saturdays, Sundays and public holidays.

If the Tender document is downloaded from our website <http://www.sameer.gov.in> , <https://eprocure.gov.in/eprocure/app> or <http://tenders.gov.in/department.asp?id=1288> , then **Tender fee as well as EMD** should be paid, **along with Technical Bid**, (EMD & Tender Fee should be paid separately). In such case Tender Fee should be paid in the form of Demand Draft drawn in favour of **“Society for Applied Microwave Electronics Engineering and Research”**, from any Indian Commercial Bank.

If the Tender Fee is not paid for any reason, offer will be treated as invalid.

#### **2. Earnest Money Deposit (EMD):**

**A. Earnest Money Deposit** shall be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any commercial bank of India, drawn in favour of **“Society for Applied Microwave Electronics Engineering and Research”**. If the EMD is given in the form of Bank Guarantee or Fixed Deposit then it should be valid for minimum 15 days beyond the validity of the quotation.

**B. Refund of EMD** : Unsuccessful tenderer’s earnest money will be returned to them **without any interest once the tender is finalized**. Successful bidder’s earnest money will be returned **without any interest** only after submission of Security Deposit (Performance Security).

**C. Forfeiture of EMD** : Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Successful tenderer’s earnest money will be forfeited if tenderer does not execute purchase order / contract as per the terms and conditions mentioned therein.

**D. Exemption from submission of EMD** : Firms which are registered with MeitY or All MSEs having registration as per provisions of the MSME Policy i.e. registration with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME are also exempt from payment of EMD. Proof of valid registration should be attached along with the Technical Bid, failing which the Tender will be rejected.

3. **A.** In a tender, either the Indian Agent on behalf of the Principal / OEM ( Original Equipment Manufacturer) or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

**B.** If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

Failure to adhere to the above conditions will lead to automatic disqualification of the bid. Tenders submitted by the Indian agent on behalf of his principal /OEM should be supported with a letter of authority from the Principal/ OEM.

In case the manufacturer does not have an authorized representative in India at the time of submission of the bids and the company appoints a representative later on, SAMEER will only correspond with the manufacturer.

#### 4. PERFORMANCE SECURITY

- a. The successful bidder has to give Performance Security Deposit in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from an Indian commercial bank / Bank Guarantee from an Indian commercial bank / a counter Letter of Credit (LC) from our bankers ( in case of foreign order ), for 10 % of Order Value, immediately after receiving the purchase order. Performance Security should remain valid for a period of sixty days beyond the date of all contractual obligations including warranty obligations.
- b. Successful tenderers Performance Security will be forfeited if the purchase order / contract is not executed as per the terms and conditions mentioned therein.
- c. Performance Security Deposit without any interest will be returned only after complete execution of purchase order ( including warranty period ), as per purchase order 's terms and conditions.

5. Tender is to be submitted in **two separate sealed covers, superscribed as 'Technical Bid' and 'Price Bid'** respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. Tender should be addressed to '**The Purchase Officer, SAMEER, IIT Campus, Powai, Mumbai 400 076**'. Tender reference including 'Due Date' should be clearly mentioned on all covers. Name, Address and contact details of the vendor should be mentioned at back side of all covers.

6. Further details concerning '**Technical Bid**' and '**Price Bid**' are given below :

##### A. Technical Bid :

- ❖ Original manufacturer's technical specification sheet must support details provided in the Technical bid with all the specifications/ relevant technical Literatures/Brochures/Catalogues for the item. Bids received without the printed technical specification sheet/brochures/catalogues for item will be technically disqualified.
- ❖ The Technical Bid should not contain any **price information.**
- ❖ The item and accessories quoted must be from original manufacturer and must be new ( **No second hand item/sub-item will be accepted** )
- ❖ In case the bidder is the authorized representative of a foreign manufacturer/supplier, a certificate from the principal must be included along with the technical bid.
- ❖ In case of deviation or substitution from the particular specification contained in the tender document, please indicate clearly as 'Alternative offer' and should contain sufficient details to show that the alternative would equally serve the purpose. All relevant technical data should be enclosed. In case of equipment, the itemized cost of essential accessories, optional accessories and spares required need to be specified.
- ❖ **Technical Bid should contain the following information :**
  - a. **Earnest Money Deposit (EMD)**
  - b. **Tender Fee** ( if tender document is not purchased from The Accounts Section, SAMEER, Mumbai).
  - c. **Technical Specification**
  - d. **SECTION III** of Tender Document i.e. Commercial Terms & Conditions duly filled, stamped and signed.
  - e. A copy of '**Price Bid**' with all financial figures **suppressed/deleted.**

**Technical Bid without the above information will not be considered.**

**B. Price Bid :**

**Price bid shall contain the following information:**

- a. Quotation for the items ( including the price break up for all options and accessories).
- b. TAXES , DUTIES AND LEVIES if applicable should be clearly specified.
- c. Discount offered on quoted price (considering that SAMEER is an R&D organization).
- d. Total price should be mentioned in both figures and words. Alterations, if any, should be attested / initialled.
- e. The bid shall be free of hidden costs / ambiguity.
- f. There shall be no overwriting.

**7.** Tenders/Bids should be dropped in **Tender Box** only.

**8.** Tender received via email, fax and **Late Tenders** will not be considered.

**9.** Unsuccessful bidders will **not be formally informed** of the result of their tender.

**10.** Only **Technical Bid** will be opened on the next day of the due date. The tenderers or authorized representatives may make themselves available at that time. The Price Bids of the technically short listed tenderers will be opened at a later date with intimation to the short listed tenderers.

**11. Date and Timing for opening Tender :** Next working day after due date at 10.30 AM

**12.** For any clarification please mail to [purchase@sameer.gov.in](mailto:purchase@sameer.gov.in)

**13. Corrigenda:** Corrigenda, if any, to this tender will be published on our website [www.sameer.gov.in](http://www.sameer.gov.in). The bidders are advised to check our website, before submitting the bid.

**SECTION - II**

**TECHNICAL SPECIFICATION**

<b>S No.</b>	<b>Sub Assembly</b>	<b>Specifications</b>	<b>Test</b>	<b>Quantity</b>
<b>1</b>	<b>OCT Base Unit with Quality Metric / Alignment Tools</b>	Axial Resolution $\leq 5 \mu\text{m}$ in tissue Output power at Sample $\leq 1 \text{ mW}$ Acquisition Speed $\geq 32 \text{ kHz}$ (preferably 70 KHz upwards) Imaging Depth $\geq 2.0 \text{ mm}$ in tissue SNR $\geq 90 \text{ dB}$	FAT	Two
<b>2</b>	<b>Reference Arm Adapter</b>	Total travel length $\geq 50 \text{ mm}$ Size $\leq 30 \text{ cms} \times 10 \text{ cms} \times 10 \text{ cms}$	CT	Two
<b>3</b>	<b>OCT Scanner</b>	Line scan, area scan, radial scan options Size $\leq 13 \text{ cms}$ any side Preferably this scanner should incorporate dual MEMS mirror with bidirectional tilts on both axes	CT	Two
<b>4</b>	<b>OCT Scan Lens Kit</b>	Telecentricity up to 7 mm X 7 mm, Transverse resolution of $\leq 15 \mu\text{m}$ Retinal Field of View (FOV) $\geq 45 \text{ degrees}$ Retinal Diopter Correction : better than -12D to +12D (preferably -16D to +16 D)	CT	Two
<b>5</b>	<b>Stand for OCT Scanner System</b>	Vertical travel range of scanner mount $\geq 60 \text{ cms}$ XY movement of scanner mount $\geq 10 \text{ cms} \times 10 \text{ cms}$	CT	Two

The work involved is

- (a) All certificates for Compliance tests(CT) are to be provided at the time of delivery
- (b)** Factory acceptance test (FAT) procedure document will be send by the buyer and shall be demonstrated by the manufacturer to the buyer's representative at the factory premises, **if needed.**
- (c) Pre-dispatch onsite inspection and clearance to be taken.

**SECTION- III**

**Commercial & Other Terms and Conditions**

Vendor to state Complied / Not Complied – Deviations if any in the REMARKS column

S.N.	DESCRIPTION	ESSENTIAL CONDITIONS	REMARKS
a.	PRICES	<p><b>a. For Import Order :</b>Prices quoted should be on <b>FCA (nearest Intl. Airport at shipper’s country)</b> , Name of the Airport should be mentioned clearly.</p> <p><b>b. For Local Order :</b> <b>Prices</b> should include delivery charges up to <b>SAMEER’s Stores</b>. Any additional charges, taxes and levies should be clearly mentioned. In the event of a Purchase Order, it will be the responsibility of the supplier to pay whatever charges are payable to different agencies in their country. The same may be reimbursed to the supplier on production of the octroi receipt. The purchaser will not pay any charges other than the agreed price as per the contract/Purchase Order.</p>	
b.	TAXES , DUTIES AND LEVIES APPLICABLE	<p>(Existing applicable rates should be mentioned)</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	
c.	PACKING	All the items should be packed in suitable boxes, crated and protected from damages during the transit till they are delivered to destination.	
d.	FREIGHT AND INSURANCE	<p>a. For Local Order : To be arranged by supplier. All the items shall be delivered to Stores Officer, SAMEER, IIT Campus, Powai, Mumbai after obtaining a shipping release in the appropriate pro-forma from the purchaser. The Vendor shall be fully responsible for the safe delivery of all the items from and to SAMEER Powai and shall satisfy the purchaser that adequate measures have been taken for the same.</p> <p>b. For Import Order : Will be arranged by SAMEER from FCA International Airport.</p>	
	Vendor’s Signature:		Seal:
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e.	ANY OTHER CHARGES APPLICABLE	SUPPLIER TO SPECIFY.No Hidden charges will be payable by SAMEER.	
f.	MODE OF DELIVERY	a. For Local Order : By road b. For Import Order : By Air	
g.	DELIVERY SCHEDULE	May be indicated by the vendor (preferably around 8 weeks)	
h.	WARRANTY	On-site warranty of min. 1 year on arrival at buyer's premises	
i.	PAYMENT TERMS	a. For Import order : 90 % against Irrevocable Letter of Credit or Sight Draft and balance 10 % through wire transfer after acceptance of material at SAMEER.  b. For Local order : 75 % after delivery followed by inspection balance 25 % against Test, Installation & acceptance ( whichever is applicable ) of material / consignment, at SAMEER.	
j.	VALIDITY OF QUOTATION	90 DAYS MIN FROM THE DUE DATE.	
k.	Tender Fee	If not paid in cash then by Demand Draft from any commercial bank of India, drawn in favour of <b>"Society for Applied Microwave Electronics Engineering and Research"</b> . If the Tender Fee is not paid for any reason , offer will be treated as invalid.	
l.	Earnest Money Deposit (EMD)	<b>Earnest Money Deposit (EMD)</b> should be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank of India, drawn in favour of <b>"Society for Applied Microwave Electronics Engineering and Research"</b> .  For exemption, please refer SECTION I, 2 d	

Vendor's Signature:

Seal:



m.	PERFORMANCE SECUIRTY	The successful bidder has to give Security Deposit in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from an Indian commercial bank / Bank Guarantee from an Indian commercial bank / a counter Letter of Credit (LC) from our bankers ( in case of foreign order ), for 10 % of Order Value, immediately after receiving the purchase order. Performance Security should remain valid for a period of sixty days beyond the date of all contractual obligations including warranty obligations.	
n.	EXEMPTION FOR CUSTOM DUTY AND EXCISE DUTY	SAMEER is registered with Department of Scientific and Industrial Research ( DSIR ) for the purpose of availing <b>custom duty exemption</b> in terms of Government of India Notification No. 51/96-customs amended to 24/2007-customs dated 1 <sup>st</sup> March 2007. {approx. 5.20 % duty is applicable under his notification ( 5 % Basic + cess/surcharge )} and <b>central excise duty exemption</b> in terms of Government Notification no. 10/97-central excise amended to 16/2007-central excise dated 1 <sup>st</sup> March 2007.	
o.	JURISDICTION	MUMBAI	

Vendor's Signature:

Seal:

**SECTION- IV**

**Format for Price Bid (in INR )**

**IMPORTANT**

Vendor is required to submit the price bid in the given format on their LETTER HEAD.

One copy of the price bid without the financial figure should be enclosed along with the Technical Bid.

ITEM	DESCRIPTION	QUANTITY	RATE IN INR	PRICE IN INR
I				
II				
III				
IV				
V	<b>OTHER CHARGES , , if any</b>			
1.	<b>TAXES AND DUTIES APPLICABLE ON ITEMS</b>			
	I			
	II			
	III			
	IV			
2.	<b>FREIGHT</b> from Vendor's manufacturing facility to SAMEER Powai.			
3.	<b>INSURANCE</b>			
4.	<b>ADDITIONAL CHARGES IF ANY</b>			
	<b>TOTAL AMOUNT</b>			
	<b>TOTAL AMOUNT (IN WORDS)</b>			
	Vendor's Signature:		Seal:	

**Format for Price Bid (in Foreign currency )**

**IMPORTANT**

Vendor is required to submit the price bid in the given format on their LETTER HEAD.

One copy of the price bid without the financial figure should be enclosed along with the Technical Bid.

ITEM	DESCRIPTION	QUANTITY	RATE IN ( Name of currency)	PRICE IN ( Name of currency)
I				
II				
III				
IV				
	<b>ADDITIONAL CHARGES IF ANY</b>			
	<b>FCA CHARGES ( Name of the Intl. airport)</b> From Vendor's manufacturing/shipping facility to Manufacturer's country's Intl. Airport.			
	<b>TOTAL AMOUNT</b>			
	<b>TOTAL AMOUNT (IN WORDS)</b>			
	Vendor's Signature:		Seal:	

S/d  
Purchase Officer