

National Museum Institute of History of Art, Conservation and Museology,

First Floor, National Museum Campus, Janpath, New Delhi-110011

Website: www.nmi.gov.in

Email: registrar.nmi@gov.in, supdt.nmi@gov.in

Telephone: 011-23062795, 23012106

E-TENDER DOCUMENT



OPEN TENDER NOTICE

**(E-Procurement mode)
AUTOMATIC GRINDING-POLISHING MACHINE**

LAST DATE OF SUBMISSION OF TENDER: 16/02/2021 UP-TO 17.00 Hrs

DATE OF OPENING OF TENDER: 18/02/2021 AT 02.30 Hrs

**KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.
CPP Portal web site: www.eprocure.gov.in**

**CPP Portal Help Desk Toll Free No.: 0120-4200462, 0120-4001002, 0120-4001005
E-Mail : support-eproc@nic.dot.in**

NATIONAL MUSEUM INSTITUTE
of History of Art, Conservation and Museology
First Floor, Janpath, New Delhi-110011
(An autonomous body under Ministry of Culture, Govt. of India)

E-PROCUREMENT OPEN TENDER NOTICE

Tender Notice No. : 23(5)/2021-NMI /418

Dated: 02/02/2021

AUTOMATIC GRINDING & POLISHING MACHINE

National Museum Institute of History of Art, Conservation and Museology, New Delhi invites e-Tender under two bid systems (Technical and Financial) from reputed and experienced Firm/Agency for supply, installation & demonstration of **AUTOMATIC GRINDING & POLISHING MACHINE** at NMI, A-19, Sector-62, Institutional Area, NOIDA, UP under terms & conditions specified in the tender document:

Sl. No	Name of Equipment	Quantity
1.	Automatic Grinding & Polishing Machine	01 No.

Interested and Reputed Manufacturers or their authorized agents/ dealers/ distributors/channel partners are requested to submit their offer on line in two bid systems (Technical and Financial) through CPP Portal site (www.eprocure.gov.in/eprocure/app).

The complete Tender document is available on CPP Portal (www.eprocure.gov.in/eprocure/app). The details of tender are also available at NIM website <http://www.nmi.gov.in>. Only on-line bids through the e-procurement portal of NIC will be accepted. Last date of bid submission is 16/02/2021 at 17:00 Hrs.

Sd/-
(Dr Praduman K. Sharma)
(Registrar)

E-PROCUREMENT OPEN TENDER NOTICE

SCHEDULE

Name of Organization	National Museum Institute of History of Art, Conservation and Museology, New Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	AUTOMATIC GRINDING & POLISHING MACHINE
Is Multi Currency Allowed	No
Date of Issue/Publishing	02/02/2021 (18:00 Hrs)
Document Download Start Date	02/02/2021 (19:00 Hrs)
Document Download End Date	16/02/2021 (17:00 Hrs)
Date for Pre-Bid Conference	NA
Venue of Pre-Bid Conference	NA
Last Date & Time for Uploading of Bids	16/02/2021 (17:00 Hrs)
Date and Time of Opening of Technical Bids	18/02/2021 (02:30 Hrs)
Tender Fee	Rs. NIL
EMD (Earnest Money Deposit)	To claim the exemption, the bidders are required to submit an undertaking in terms of Ministry of Finance, Deptt. of Expenditure OM No. 9/4/2020-PPD date 12 th November 2020
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From date of opening of technical bid)
Address for Communication	Registrar, National Museum Institute, New Delhi-110011
Contact No.	011- 23012106, 23062795
E-mail Address	supdt.nmi@gov.in & registrar.nmi@gov.in

IMPORTANT INFORMATION TO THE BIDDERS

The bidder may search the tender documents through the following process:

1. Go to the www.eprocure.gov.in
2. Click on e-procurement
3. Click on tender search
4. Search with “NMI”
5. Click on Go
6. Tenders will appear

Detailed Process to search/ Submission/ Registration/ Preparation/ the tender through the following process

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Instructions for online Bid Submission”.

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type “National Museum Institute”. Thereafter, Click on “GO” button to view all NMI tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All bid (both Technical and Financial) should be submitted in the e-procurement portal.

Instructions for Online Bid Submission:

As per the directives of Ministry of Finance, Department of Expenditure the tender documents has been published on the Central Public Procurement (CPP) Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “**Error! Hyperlink reference not valid.**” Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in the form of PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) Upon the successful and timely submission of bids, the portal will give a successful bid submission

message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 7) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: www.eprocure.gov.in

**CPP Portal Help Desk Toll Free No.: 0120-4200462, 0120-4001002, 0120-4001005 Email:
support-eproc[at]nic[dot]in**

NMI New Delhi website: www.nmi.gov.in

NMI New Delhi Help No.: (91)+11-23012106, 23062795

E-PROCUREMENT OPEN TENDER NOTICE

INSTRUCTIONS TO THE BIDDERS

1. The bidders who are desirous of participating in 'e'- procurement, can be downloaded the tender document from CPP Portal: <https://eprocure.gov.in/eprocure/app> . Bid has to be submitted online.
2. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
3. **PREPARATION OF BIDS:** The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. All document/ information should be submitted in PDF format. FINANCIAL BID (BOQ) should be uploaded in **xls. Price will be evaluated item wise.**

Technical Bid: Technical Bid should contain the following:

- a Company Profile in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in as ANNEXURE “I”
- b Declaration in prescribed format in as ANNEXURE “II” (on printed letter head of the Bidder's firm indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)
- c Mandatory Compliance Report I & II as per Annexure – “IV & V”
- d All requisite supporting documents in support of all claims made in tender document and Annexure-I to Annexure-V.

Financial Bid (BOQ): submit their price bids in the standard formats prescribed in the Tender documents in xls. Financial Bid should contain Price only in prescribed TENDER FORM as FINANCIAL BID ANNEXURE “III”.

4. **It is mandatory to submit the bid only in prescribed Format otherwise bid will be rejected.**

The bidder should upload the scanned copies of all the relevant certificates and documents of Technical bid and the financial bid separately in PDF file online through portal <http://eprocure.gov.in/eprocure/app>.

5. The successful bidder shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is equal to the 3% of order value within 10 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period.
 - I. No interest will be payable by the NMI on the Earnest Money Deposit/ performance security in any quarter.
6. **MODE OF SUBMISSION OF BID:** Bid must be submitted for full quantity of item and as per Technical specification through CPP Portal site (www.eprocure.gov.in/eprocure/app).
 - I. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 - III. Kindly add/upload scanned copy of **Technical bid** along with all relevant documents of compliance sheet in a **single PDF** file and **financial bid (BOQ)** in **xls** file separately.
7. All pages of the bid document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
8. Offers should be clearly written or typed without any cutting or over writing. All cutting/over writing must be initialed and stamped.

9. Bidders must confirm the acceptance of all the terms and conditions of the tender.
10. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
11. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.
12. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever will be summarily rejected in the first instance itself.
13. **OPENING OF BIDS:**
 - I. **Envelop (Cover) 1 i.e. Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the NMI administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderer may be present at the time of opening of the Tender.
 - II. **Envelop (Cover) 2 i.e. financial bid** of only those firms/ agencies which satisfy technical requirements will be opened; a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.
14. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 180 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
15. **AMENDMENT OF TENDER DOCUMENTS:** at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
16. **EXTENSION OF LAST DATE:** The Vice Chancellor, NMI New Delhi, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
17. **QUANTITY:** Quantity mentioned is only indicative. The actual requirement may vary at time of placement of the purchase order.
18. **CLARIFICATION OF TENDER DOCUMENT:** prospective bidder requiring any clarification of the Tender document may communicate to the Superintendent NMI during office hours.
19. **DELIVERY INTEGRATION & INSTALLATION:**
 - I. Supply, integration & Installation must be completed within 45 days from the date of award of the work to the successful bidder.
 - II. Delivery: Free at site to the i.e. National Museum Institute of History of Art, Conservation and Museology, New Delhi.
20. **PAYMENT:**
 - I. 100% Payment will be made only after the supply, Installation & demonstration of the items & completion of work in good and satisfactory condition and receipt of the relevant Bill & Challan each in triplicate with other relevant. No advance payment will be made.
 - II. No part payment/ advance payment shall be made. Payment shall be made by on-line through **NEFT/RTGS.**
21. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Vice-Chancellor NMI New Delhi OR Person authorized by him is final in all matters of tender and purchase.

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GENERAL TERMS AND CONDITION (CONDITION OF CONTRACT)

1. **Prices:** The price should be quoted in net per unit in Indian Rupee F.O.R. NMI New Delhi (after breakup) and must include all Packing - Forwarding charges, Freight charges and delivery charges. The offer/ bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the **percentage of GST** shall be clearly indicated separately as per the format of **Financial Bid (BOQ): Annexure III in xls**. The stores are required to be delivered at the Institute under the Suppliers' own arrangement, free of additional charges. No escalation in respect of materials, labour, freight etc. will be allowed in any shape. **Rate of item should be quoted full quantity of item. Requirement will be evaluated item wise.**
2. The Prices are to be quoted in Indian National Rupee (INR) in figures and words. In case of discrepancy, the rate quoted in words will be taken as valid. Over-writing /over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the bid invalid.
3. NATIONAL MUSEUM INSTITUTE OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY, NEW DELHI-110011 is a deemed University for higher education of availing exemption/ partial exemption for GST, therefore, GST will be paid as per provision applicable for Institutions of Higher Education.

NMI New Delhi will issue a valid declaration to this effect for availing exemption/ partial exemption, Therefore, It is mandatory to submit the price break-up only as in prescribed Format of Financial bid otherwise bid will be treated as invalid.

4. **Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of ForceMajeure.
 - I. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - II. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
5. **Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.
6. **Packing Instructions:** Each package will be marked on three sides with proper paint/indelible ink, the following:
 - I. Item Nomenclature
 - II. Order/Contract No.
 - III. Country of Origin of Goods
 - IV. Supplier's Name and Address
 - V. Consignee details
 - VI. Packing list reference number
7. **Documents:** The supplier shall submit the following documents, if not submitted, the Supplier will be responsible for any consequent expenses.
 - I. 3 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
 - II. Acknowledgment of receipt of goods from the consignee(s) by the transporter;
 - III. Manufacturer's/Supplier's warranty certificate;
 - IV. Two copies of the packing list identifying the contents of each package.

8. **Delivery:** Supply and installation of equipment must be completed **within 45 days** from the date of award of the work to the successful bidder.
9. **Delayed delivery:** If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value/price.
10. **Resolution of Disputes:**
 - I. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located in Delhi only.
11. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction. The place of jurisdiction would be New Delhi-
12. **Supplier Integrity:** The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
13. **Installation & Demonstration:** The supplier is required to done the installation and demonstration of the instrument/equipment within week of the arrival of materials at the NMI Janpath, New Delhi site of installation, otherwise the penalty clause will be the same as per the supplyof materials.
14. **Manual and Brochure:** Vendor should provide hard and soft copy of user manual in soft copy and hard copy also. Printed Brochure must be provided with the supply.
15. **Training, demonstration and Maintenance:** Vendor should provide us training on operation and application at NMI New Delhi after installation, as the in case may be. Vendor should be easily accessible and available on demand within 24 hours of any problem in the instrument. The service personnel should respond within 24 hours and be on campus within 48 hours for repairs.
16. **Performance Security:** The successful bidder shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is equal to the 3% of payable amount value within 21 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period.
17. **Warranty:** The complete Equipment/ instrument and accessories excluding consumables should be under comprehensive warranty for a period of **two (02) years** from the date of installation and **four (04) visits per year mandatory**. Extended warranty is preferable. In case of breakdown during the warranty period, a competent service engineer of the supplier should make as many visits as are necessary to rectify the problem and replace the faulty parts. The warranty should be comprehensive on site.
18. **Governing Language:** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
19. **Taxes and Duties:** Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., until delivery of the contracted Goods to the Purchaser. National Museum Institute of History of Art, Conservation and Museology, New Delhi is eligible for availing exemption/partial exemption for GST, therefore, GST will be paid as per provision.
20. **Payment:** For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at NMI New Delhi in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee and on receipt of the relevant Bill & Challan each in triplicate with other relevant documents. No advance payment will be made.
21. **Application Specialist:** The Tenderer should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office.
22. **Site Preparation:** The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter.

The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements.

23. **Pre-Installation Requirement:** The bidder should mention pre-installation requirements for the equipment like ambient temperature, humidity, whether specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated.
24. **Spare Parts:** The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
 - I. Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
 - II. In the event of termination of production of the spare parts:
 - III. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
 - IV. Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.
 - V. Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.
 - VI. The supplier should provide all spares required for making the instrument operational. Maintenance Vendor should be easily accessible and available on demand within 24 hours of any problem in the instrument.
25. **Defective Equipment:** If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/ specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, NMI New Delhi may consider "Banning" the supplier.
26. **Termination for Default:** The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
 - I. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
 - II. If the Supplier fails to perform any other obligation(s) under the Contract.
 - III. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

- I. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - II. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.
27. **ACKNOWLEDGEMENT:** Receipt of the Order should be acknowledged within a week.

E-PROCUREMENT OPEN TENDER NOTICE E- PROCUREMENT OPEN TENDER NOTICE

SPECIFICATION AND ALLIED TECHNICAL DETAILS

Specification and allied Technical Details of required **AUTOMATIC GRINDING & POLISHING MACHINE**

Sl. No	Name of Equipment	Technical Specifications	Quantity
1.	Automatic Grinding & Polishing Machine	<p>Single disc machine equipped with water tap and drain outlet. The whole machine should be easy to clean and made from corrosion resistant material. The on/off switch should be comfortably positioned on front panel.</p> <ul style="list-style-type: none">• Table top, single disc machine with automatic operation.• Platen Size: 8 Inch• Magnetic platen set, anti-splash cover lid.• RPM of Platen: 50-500 rpm• Rotation: Both clockwise and anti-clockwise• Individual force: 10-40 N• Head Rotation speed: Maximum 100 rpm• Ability to polish 1, 2 or 4 samples simultaneously.• Dosing unit for dosing of different grade size diamond suspension/ lubricant• Water tap should be automatically controlled• Sampled sizes: 25 mm, 30 mm, 40 mm• Motor Power: 250-300 watt.• Noise level: Maximum 65 db.• Weight: 50-75 kg• Certification: Equipment should be CE & ISO certified.	01 No.

TECHNICAL BID- ANNEXURE “I”**AUTOMATIC MECHANICAL GRINDING-POLISHING MACHINE
APPLICATION FORM (FOR PRE- QUALIFICATION) BASIC****TECHNICAL DETAILS OF THE BIDDER**

Sl. No.	Required Information	Bidders Response
1.	Name of Tendering Company/ Firm/ Agency(Attach certificate of registration)	
2.	Full Address of Office with Telephone No. and FAX	
3.	E-Mail:	
4	Classification of the bidder (a) Manufacturer (b) Authorized Agent (c) Authorized Dealer (d) Stockiest (e) others	
5	Name of OEM (Original Equipment/ Goods Manufacturer)	
6	Authorization Certificate from Original Equipment Manufacturer (OEM) or their companion to quote/ sell the Product, in case the Bidder is not the OEM. (Please Attach copy)	
7	Name, address, designation, phone, cell number and E Mail address of the Contact Person.	
8.	Details of Registration(Attach copy)	
9.	GST Registration No. (Attach copy)	
10.	Income Tax Registration No/ PAN No. (Please Attach copy)	
11.	P.Os Copies having supplied similar equipment to Reputed institute like IISc,/ IITs,/ NITs, /Central Universities/ IISERs/ Govt. approved R & D laboratories/ reputed organisation and any other centrally funded institutes of India of India. (Attach copy)	
12.	List of Customers with Contact details and preferably with the user certificates during last three years. (Attach copy)	
13.	Annual Turnover of last three years (Attach copy)	
14.	Whether firm have certifications of ISO/ISI or other equivalent Certification? (Please Attach copy)	
15.	Copy of Brochure/ Leaflets / Technical Information, including Make & Model, of the item(s) have must to be attached.	
16.	Organization/ any of its subsidiaries is not blacklisted by any Academic Institutions/ reputed organizations or institutions. (Attach declaration).	
17.	Agreed to provide comprehensive Warranty as specified in Tender?	
18.	Whether firm agrees to give security deposit/ Performance Bank Guarantee against warranty obligations?	

19.	Whether quoted item confirms the specification of as specified or better?	
20.	Is bid valid for 180 days/or as specified?	
21.	Agreed to supply within delivery period as specified?	
22.	Payment Terms agreed as Specified?	
23.	Place of Delivery as specified?	
24.	Address of Service Center/ Agent nearest to NMI New Delhi (Attach Copy)	
25.	Details of Bank	Name of Bank: _____ MICR Code : _____
26.	Whether Firm agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?	
27.	Is Bid document duly signed?	

Signature of Bidder/authorized person)

Full Name of Signatory: _____

Place: _____

Designation of Signatory: _____

Place: _____

with Seal of the company/firm

**ANNEXURE “II”
CONTRACT FORM**

To,
Registrar,
National Museum Institute
of History of Art, Conservation and Museology,
New Delhi - 110011

Sir,

Sub: Declaration against **TENDER FOR PROCUREMENT OF AUTOMATIC GRINDING & POLISHING MACHINE.**

1. Having examined the details of Tender document, I/We hereby submit the prequalification documents and other relevant information.
2. It is also confirmed that I/We will abide by all the Terms & condition of aforesaid tender notice and we do not have any counter conditions.
3. I/We hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.
4. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
5. I/We certify that my firm or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes from business.
6. I/We hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.
7. I/We have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with National Museum Institute of History of Art, Conservation and Museology, New Delhi and /or prosecuted.

(Signature of authorized person)

Place: _____

Date _____

Full Name of Signatory: _____

Designation of Signatory: _____

with Seal of the company/firm

MANDATORY COMPLIANCE REPORT-I
AUTOMATIC GRINDING & POLISHING MACHINE

Sl. No.	Details	Yes / No	Document Attachment Page Sl. No.
1.	We have gone through the terms & conditions of the tender document and agreed to abide by the same.		
2.	Bidder is registered Firm with proof of document?		
3.	Prescribed filled up application for pre-qualification, formats and requisite documents are attached?		
4.	Proof of EMD through NEFT /RTGS in favour of NMIHACM, NMI New Delhi is attached.		
5.	Manufacturer/ Sole Distributor/ Authorised Dealer/ Registered Supplier with proof of document attached?		
6.	GST Registration Number copy attached?		
7.	PAN (Income Tax) Registration Certificate attached?		
8.	P.Os Copies having supplied similar equipment to Reputed institute like IISc./ IITs./ NITs./Central Universities/ IISERS/ Govt. approved R&D laboratories/ reputed organisation and any other centrally funded institutes of India, with proof of document attached ?		
9.	List of Customers with Contact details and preferably with the user certificates during last three years with proof of document attached?		
10.	Annual Turnover of last three years as specified with proof of document. Attached.		
11.	Certificate ISO/ ISI or equivalent in terms of quality of product and Manufacturer with proof of document attached?		
12.	Brochure/ Leaflets /Technical Information /Picture including Make & Model, of the quoted item(s) attached?		
13.	Declaration attached as per Annexure in regard to non-blacklisted of manufacturer or any of its subsidiaries by any Govt. /Autonomous bodies /Universities /Govt. Institutes?		
14.	Agreed to provide comprehensive Warranty as specified in Tender document?		
15.	Agreed to provide performance security against warranty obligations as specified?		
16.	Whether quoted item confirms the specification as specified or better?		
17.	Is Bid document duly signed?		
18.	Validity of the bid as specified?		
19.	Delivery Period as specified?		
20.	Payment Terms agreed as Specified?		
21.	Place of delivery as specified?		
22.	Name and Address of nearest service Centre from NMI New Delhi?		

Place: _____
Date: _____

(Signature of Bidder/authorized person)
Seal of the company/Firm

MANDATORY COMPLIANCE REPORT-II
AUTOMATIC GRINDING & POLISHING MACHINE

Sl.No	Name of Equipment	Technical Specifications	YES/NO
1.	Automatic Grinding & Polishing Machine	<p>Single disc machine equipped with water tap and drain outlet. The whole machine should be easy to clean and made from corrosion resistant material. The on/off switch should be comfortably positioned on front panel.</p> <ul style="list-style-type: none"> • Table top, single disc machine with automatic operation. • Platen Size: 8 Inch • Magnetic platen set, anti-splash cover lid. • RPM of Platen: 50-500 rpm • Rotation: Both clockwise and anti-clockwise • Individual force: 10-40 N • Head Rotation speed: Maximum 100 rpm • Ability to polish 1, 2 or 4 samples simultaneously. • Dosing unit for dosing of different grade size diamond suspension/lubricant • Water tap should be automatically controlled • Sampled sizes: 25 mm, 30 mm, 40 mm • Motor Power: 250-300 watt. • Noise level: Maximum 65 db. • Weight: 50-75 kg • Certification: Equipment should be CE & ISO certified. 	

Place: _____
Date _____

(Signature of Bidder/authorized person) Seal of
the company/Firm

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **Two Envelops** as explained below:

Envelope – 1 (Following documents to be provided in envelope 1 as single PDF file)			
Sl. No.	Document	Content	File Type
1.	Technical Bid	Basic Technical Details Of Bidder as per Annexure-I	PDF
2.		Declaration sheet as per Annexure- II	PDF
3.		Compliance Report as per Annexure – IV	PDF
4.		Technical supporting documents in support of all claims made in tender document and Annexure-I to Annexure-V	PDF
Envelope – 2			
Sl. No.	Document	Content	File Type
1.	Financial Bid (BOQ)	Price bid should be submitted in XLS (xls) format as per Annexure-III	XLS (xls)