



**भारतीय पैकेजिंग संस्थान**  
**Indian Institute of Packaging**

An autonomous body under the Ministry of Commerce & Industry, Govt. of India  
E-2, Road No. 8, MIDC Area, Andheri East, Post Box No. 9432, Mumbai 400093, INDIA  
Tel: 91-22-2821 9803 / 6751 / 9469, 28391506, 28329623, 28254631  
Fax: 91-22- 28328178 / 28375302, Email: iip@iip-in.com

Notice No: IIP/ADMN/2018-19

12<sup>th</sup> April, 2018

**Tender Notice No: 6**

**Dated: 12th April, 2018**

**Notice Inviting Tender for Supply, Installation & Commissioning of (i) Oxygen Transmission Rate (OTR), and (ii) Water Vapor Transmission Rate (WVTR)**

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites online Bids (Technical bid and Commercial bid) through eProcurement from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for supply, installation & commissioning of above mentioned items.

The details of the tender can also be down loaded from our web-site [www.iip-in.com](http://www.iip-in.com).

**Important information**

1	Location of Supply	Indian Institute of Packaging, E-2; Road No. 8; Near Marol Depot MIDC; Andheri east; Mumbai – 400093 & Indian Institute of Packaging, 1st Floor, CFC Building, Apparel Park, GIDC, Khokhra, Ahmedabad 380021
2	Estimated Time of Supply	One Month
3	Tender Document Fees	Nil
4	Earnest Money Deposit (EMD)	Nil
5	Date of Publishing Tender Online	13-04-2018
6	Last Date of Submission of Bid (Online)	07-05-2018; 5 pm
7	Date of opening of technical bid	09-05-2018; 3 pm
8	Clarification needed on bidding document may be inquired through mail	Dr. Sanjay Chattopadhyay/ Dr. Bhaskaran K M Additional Director / Dy. Director (Admin &Acc) E-mail id: <a href="mailto:rdiip@iip-in.com">rdiip@iip-in.com</a> / <a href="mailto:ddadmin@iip-in.com">ddadmin@iip-in.com</a>
9	Validity of Bids	180 days

The screening committee will shortlist the vendor /s based on the documents submitted by them. The committee reserves all the rights of selection/rejection without assigning any reasons thereof.

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**Deputy Director (Admin & Accounts)**

## EQUIPMENT DETAIL

Sr. No.	Equipment / Item Name	Specifications	Qty*
1.	Oxygen Transmission Rate (OTR) Tester	<p><b>Test Range:</b> Unmasked – 0.005 to 200 cc/m<sup>2</sup>/day; Masked: 0.05 to 2000 cc/m<sup>2</sup>/day</p> <p><b>Repeatability:</b> ±0.02 cc/(m<sup>2</sup> · d) or 1% of reading whichever is greater</p> <p><b>Resolution:</b> 0.002 cc/m<sup>2</sup>/day</p> <p><b>Temperature test range:</b> 10°C – 40°C ±0.2C</p> <p><b>Film test cells per module:</b> 2 x 50 cm<sup>2</sup> (pneumatic clamping cells)</p> <p><b>Package testing:</b> Package testing adapter cells</p> <p><b>Relative Humidity Range (RH):</b> Films - Carrier gas 0% – 90% ±3% Test gas 0% – 90% ±3% Packages – Ambient</p> <p><b>Test sample size:</b> Films - 4.0 in x 4.0 in (10.2 cm x 10.2 cm) Packages - Up to 3 liters per package Sample cutter to be supplied for film</p> <p><b>Barometric pressure compensator:</b> Set up to 10 different RH and temperature tests for same film</p> <p><b>User interface:</b> Touch screen with keyboard and mouse, remote access; Ethernet and USB and PC Connectivity</p> <p><b>COMPUTER:</b> (HP/DeLL, Core i5 7<sup>th</sup> Gen; 4GB RAM; 1 TB HDD)</p> <p><b>Printer:</b> Epson Ink tank colored printer</p> <p><b>Number of Specimens with individual test results:</b> 2 or more; (simultaneous or sequential)</p> <p><b>Test Gas:</b> Test gas could be air, O<sub>2</sub>, N<sub>2</sub>, CO<sub>2</sub> and 99.9% dry gas</p> <p><b>Power:</b> AC 220V 50Hz</p> <p><b>Conform to standards:</b> ASTM D3985, F1307, F1927</p> <p><b>Warranty:</b> Three years with performance guarantee certificate.</p> <p><b>Manuals:</b> Hardware and Software manuals</p> <p>The equipment should including Mainframe, Professional Software, Rapid Quantitative Filter Paper, Sampling Plate and Vacuum Grease also.</p> <p>Software controlled for performing pre programmed tests, storing and re analyzing test data, plotting graphs etc.</p>	2  (one each for IIP Mumbai and IIP Ahmedabad)
2.	Water Vapour Transmission Rate (WVTR)	<p>Water Vapour Transmission Rate (WVTR) analyzer should be capable of detecting water vapour transmission through plastic films, laminated films, sheets as well as various materials used in food packaging applications. The instrument should also be capable of detecting water vapour transmission rate through plastic bottles, retort pouches and other food packages.</p>	2  (one each for IIP Mumbai and IIP Ahmedabad)

		<p><u>Features and Specifications</u></p> <p>Water Vapour Transmission Rate (WVTR) analyzer should have,</p> <p><b>Test Range:</b> 0.005 g/(m<sup>2</sup> · d) to 100 g/(m<sup>2</sup> · d)</p> <p><b>Repeatability:</b> ±0.005 g/(m<sup>2</sup> · d) or 2% of reading whichever is greater at 50 cm<sup>2</sup></p> <p><b>Resolution:</b> 0.001 g/(m<sup>2</sup> · d)</p> <p><b>Temperature test range:</b> 10C to 40C ±0.2 C</p> <p><b>Film test cells per module:</b> 2 x 50 cm<sup>2</sup> (pneumatic clamping cells)</p> <p><b>Package testing:</b> Optional package testing adapter cells available</p> <p><b>Relative Humidity Range (RH):</b>  Films - 0%, 5% – 90% and 100%</p> <p>Carrier gas - Not controlled by instrument - Use Dry Nitrogen</p> <p>Packages - Ambient or controlled by environmental chamber</p> <p><b>Test sample size:</b>  Films - 4.0 in x 4.0 in (10.2 cm x 10.2 cm)  Packages - Up to 3 liters per package</p> <p><b>Test database:</b> Automatically saves up to 100 tests  Test 10 different RH and temperature parameters for the same film</p> <p><b>User interface:</b>  Touch screen with keyboard and mouse, remote access capable, Ethernet; USB and PC Connectivity</p> <p><b>COMPUTER:</b>  (HP/DeLL, Core i5 7<sup>th</sup> Gen; 4GB RAM; 1 TB HDD)</p> <p><b>Printer:</b>  Epson Ink tank colored printer</p> <ul style="list-style-type: none"> <li>• Measuring humidity range (electronically) - 35% to 90% RH (In measuring chamber)</li> <li>• Built-in Standard Reference Cell and automatic flow compensation</li> <li>• Rapid calibration with reference film</li> <li>• Infra red / electrolytic type sensor for accurate measurement of WVTR through high barrier films.</li> <li>• Software controlled for performing pre programmed tests, storing and re analyzing test data, plotting graphs etc.</li> <li>• Conform to standards: ASTM F1249, ISO 15106-3</li> <li>• Warranty: Three years with performance guarantee certificate.</li> <li>• Manuals: Hardware and Software manuals</li> </ul>	
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### Instructions for Online Bid Submission

As per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL: <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 useful information 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 “Click here to Enroll”. 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 (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra 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 / eToken.

## **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 PDF / XLS / RAR / DWF formats.
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. Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.
4. 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).

5. 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.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.
9. 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 web site <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>.

### Terms and Conditions

S. No.	Specification
1.	<b>Due date:</b> The tender has to be submitted on-line on or before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	<b>Preparation of Bids:</b> The offer/bid should be submitted in two bid system (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 in the given PDF format.  The Technical bid and the financial bid should be submitted Online.
3.	<b>EMD (if applicable):</b> Nil.
4.	<b>Refund of EMD:</b> Nil.
5.	<b>Opening of the tender:</b> The online bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification.
6.	<b>Acceptance/ Rejection of bids:</b> The Committee reserves the right to reject any or all offers without assigning any reason
7.	<b>Pre-qualification criteria:</b>  Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.  An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II)  OEM should be internationally reputed Branded Company.  Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.  In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.  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.								
8.	<p><b>Payment:</b></p> <p><b>For Indigenous Supplies:</b></p> <p>Payment for the equipment or for each delivery will be made to the Supplier on submission of bills in accordance with the laid down procedure, as detailed below:-</p> <p>85% payment will be released on delivery and satisfactory installation, commissioning and performance of the equipment.</p> <p>The supplier shall furnish the following certificate:</p> <p>I / We have personally examined and verified and do hereby certify that the goods in Respect of which the payment is being claimed have been actually dispatched by me us. Under RR No./ B/L No. / Air Consignment Note No. Postal Receipt ..... dated .....Drawn in favor of the Purchaser which is genuine and mentioned in the Bills and that I/We hold myself / ourselves personally responsible for the correctness of this statement.</p> <p>I/We further certify that the above mentioned RR No. / Air Consignment Note No. dated .....has been forwarded to the consignee mentioned in the contract under registered post acknowledgement due on.</p> <p>The above certificate is to be signed by a duly authorized person of the firm and he should be the same as signing the bill. His designation and name of the firm on whose behalf he has signed the bill is required to be indicated below his dated signature.</p> <p>Fifteen percent (15%) of the balance payment will be released within one month against Bank Guarantee for warranty period of 36 months.</p> <p>In addition to his other remedies under the law and these condition, the purchaser shall have a lien on each consignment in respect of which 85% payment has been made to secured repayment on these amount and recovery of any some due from the supplier, should the equipment not be taken over.</p> <p><b>For Imported Items:</b></p> <table border="1"> <thead> <tr> <th>Procured through authorized agent of Principal Company outside India</th> <th>Procured through authorized agent of Principal Company in India</th> </tr> </thead> <tbody> <tr> <td>LC will be opened for 85% of CIF Value</td> <td>LC will be opened for 100% of CIF Value</td> </tr> <tr> <td>85% Through LC</td> <td>85% will be released on dispatch of material in safe on condition.</td> </tr> <tr> <td>15% (in Indian Rupees) to the agent on satisfactory installation and commissioning of the equipment and submission of bank guarantee for warranty period of 36 months.</td> <td>15% will be released to the agent on satisfactory installation and Commissioning of the equipment and submission of bank guarantee for warranty period of 36 months.</td> </tr> </tbody> </table>	Procured through authorized agent of Principal Company outside India	Procured through authorized agent of Principal Company in India	LC will be opened for 85% of CIF Value	LC will be opened for 100% of CIF Value	85% Through LC	85% will be released on dispatch of material in safe on condition.	15% (in Indian Rupees) to the agent on satisfactory installation and commissioning of the equipment and submission of bank guarantee for warranty period of 36 months.	15% will be released to the agent on satisfactory installation and Commissioning of the equipment and submission of bank guarantee for warranty period of 36 months.
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9.	<p><b>Delivery Period:</b></p> <p>Delivery of the goods should be made within a maximum of <b>one month</b> from the date of placement of purchase order or the opening of LC.</p>								
10.	<p><b>Delayed delivery:</b> 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</p>								



	deduction is 10% of the contract value / price.
11.	<p><b>Prices:</b> The price should be quoted in net per unit (after breakup) and must include all packing 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 taxes &amp; duties shall be clearly indicated.</p> <p>In case of imports, the price should be quoted on FOB/FCA origin Airport Basis only.</p>
12.	<p><b>Training:</b></p> <p>The Supplier is required to provide training to the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.</p>
13.	<p><b>Installation &amp; Demonstration:</b></p> <p>The supplier is required to carry out the installation, and demonstration of the equipment immediately within the arrival of materials at the Indian Institute of Packaging (IIP), site of installation; otherwise the penalty clause will be the same as per the supply of materials.</p> <p>In case of any mishappening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. IIP will not be liable to any type of losses in any form.</p>
14.	<p><b>Warranty:</b></p> <p>Warranty period of THIRTY SIX calendar months from date of installation of Goods at the IIP site including supply of spare parts during the warranty period.</p> <p><b>Performance Guarantee clause:</b> Successful bidder shall furnish an unconditional performance <b>Bank guarantee @ 15% (or higher if decided)</b> of the order value valid for thirty six months.</p> <p>The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.</p> <p>The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned. The comprehensive warranty will commence from the date of the satisfactory installation/commissioning of the equipment against the defect of any manufacturing, workmanship and poor quality of the components.</p> <p>After the warranty period is over, Annual Maintenance Contract (AMC)/Comprehensive Maintenance Contract (CMC) up to next two years should be provided. The charges, if any, for AMC/CMC is to be quoted separately and will not be included in computing the total cost of the equipment.</p>

15.	<p><b>Taxes:</b></p> <p>Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.</p>
16.	<p><b>Manuals and Drawings:</b></p> <p>Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals. These shall be in such details as will enable the Purchaser to operate, maintain, adjust and repair all parts of the works as stated in the specifications.</p> <p>The Manuals shall be in the ruling language (English) in such form and numbers as stated in the contract.</p> <p>Unless and otherwise agreed, the goods equipment shall not be considered to be completed for the purposes of taking over until such manuals and drawing have been supplied to the Purchaser.</p>
17.	<p><b>Application Specialist:</b></p> <p>The bidder should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office. (Ref. to Annexure-III)</p>
18.	<p><b>Training of Personnel:</b> The supplier shall be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment for a minimum period of one week at the supplier's cost.</p>
19.	<p><b>Disputes and Jurisdiction:</b> Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Mumbai.</p>
20.	<p><b>Compliance certificate:</b> This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)</p>



## &lt;&lt;Organization Letter Head &gt;&gt;

**DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge.

I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

**This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender.**

We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1. Phone No. (Landline)	
2. E-mail Id	
3. Contact Person Name	
4. Mobile No.	
5. GST Number	
6 TIN / VAT Number	
7 PAN Number	
8. In case of payment of Tender Fees Mode: Online /Offline UTR No. & Date (if Online payment)	
9. In case of payment of EMD Mode: Online / DD UTR No. & Date (if Online payment) In Case of DD a) Issuing Bank Details b) DD No. & date	

(Signature of the Tenderer)

**Name:**  
**Seal of the Company**

**List of Govt. Organization/Deptt.**

<b>List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)</b>				
<b>Name of Organization</b>	<b>Name &amp; Model of Equipment Supplied (Related to NIT)</b>	<b>Date &amp; Year of Supply</b>	<b>Name &amp; Designation of Contact Person</b>	<b>Contact No.</b>

<b>Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.</b>		
<b>Name of Organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

**Signature of Bidder**

**Name:** \_\_\_\_\_

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

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

## Bid Submission

### Online Bid Submission:

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

<b>Envelope – 1</b>			
(Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure – I (With Supporting Documents)	.PDF
2.		Organization Declaration Sheet along with authorization letter from OEM and other supporting documents as per Annexure - II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	.PDF
<b>Envelope – 2</b>			
Sl. No.	Document	Content	File Type
1.	Financial Bid	Price bid should be submitted in the specified attached format.	.PDF

**Tender Inviting Authority:** Deputy Director, Admin & Accounts, Indian Institute of Packaging, Mumbai

**NIT No.:**

**Name of Vender:**

**A. For Import items please quote as per following format**

S. No.	Description and Specification of the Item	Quoted Currency	Unit Price (A)	Quantity (B)	Total Price C = (A) x (B)	Discount (D)	Total Ex-works Price after Discount E = (C - D)	Packing + Handling + Freight and Insurance & FCA/FOB Charges (F)	Insurance, freight charges / CIP/CIF Charges (G)	Custom Clearance, Airport Charge, Transportation Charges & Insurance Charges upto IIP, Mumbai (H)	Grand Total FOR IIP, Mumbai, Price (I) = (E+F+G+H)

\* Note:- Agency Commission, if any, payable in Indian rupees should be mentioned separately = Rs.

**B. For indigenous items in INR currency please quote as per following format**

S. No.	Description and Specification of the Item	Quoted Currency	Unit Price (A)	Quantity (B)	Total Price C = (A) x (B)	Discount (D)	Total Ex-works Price after Discount E = (C - D)	GST % (F)	G. Total FOR IIP, Mumbai, Price (G) = (E+F)

- Note:**
1. The above financial template should be strictly followed. Any deviation from the above template (in terms of description and specification of the item) may lead to cancellation of the tender.
  2. Also submit scanned copy in PDF format having clearly mentioned AMC charges and any other taxes/charges etc. alongwith above Financial bid and upload the same in a single **PDF sheet**.