

FINGATE FOUNDATION

Tender Enquiry

**For Procurement of Laboratory and Blood Bank Equipment
Bid Ref. No: FIN/Procu/RFQ/2024-25/001
Dated: 04/11/2024**

Fingate Foundation

119, Sector 20C, Motia Khan, Mandi Gobindgarh, Punjab 147301

Email: fingatefoundation@gmail.com

Website: www.fingatefoundation.org

Checklist for bidders for submission in Proposal

(Bidders need to submit the below filled and signed checklist mandatorily and provide all the required documents along with the technical proposal)

Sl. No.	Documents to be submitted along with Technical Proposal	Page No.	Remarks (if any)/ Yes/ No
1	Documents required for initial screening		
i.	The bid validity period would be for 60 days.		
ii.	The Executive of the bidders should sign the tender documents on all the pages of the bidding document.		
iii.	Bidders should submit a signed and stamped copy of this RFQ confirming their acceptance of all terms and conditions (T&Cs) of the tender including delivery and payment terms.		
2	Documents Required for Evaluation		
i	Authority letter from Manufacturers from the non-manufacturer Bidders to participate in tenders.		

Letter of Technical Bid

The Bidder must prepare the Letter of Technical Bid on its letterhead clearly showing the Bidder's complete details i.e. Name and Address, email id
Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.

Date: **[insert date (as day, month and year) of Bid Submission]**

Bid Ref. No.: **[insert number of bidding process]**

To: ***[insert complete name of Purchaser]***

- (a) We, along with any of our subcontractors, suppliers, manufacturers, or service providers for any part of the contract, are not debarred by any Public Sector Procuring Entity in India or outside India as on the date of opening of bids.
- (b) We hereby certify that we are neither associated nor have been associated directly or indirectly with the consultant or any other entity that has prepared the specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract.
- (c) We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority.
- (d) We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
- (e) We hereby certify that our directors and Executives have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
- (f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Name of the Bidder

Name of the person duly authorized to sign
the Bid on behalf of the Bidder

Title of the person signing the Bid

Signature of the person named above

Date Signed

Key Information

The Fingate Foundation is pleased to invite Quotation for the Procurement of **Laboratory and Blood Bank Equipment**

Procurement Method: To be followed for evaluation and selection criteria of Agency: **Lowest Compliant Bid**

The Fingate Foundation hereby requests you to submit your Quotation giving in full details, as per our terms and conditions enclosed herewith. The quotation should be valid for 60 days from the due date for submission of quotations.

Bidders would be notified through e-mail for any addendum/amendment issued subsequent to publication of this tender and take the same into consideration while preparing and submitting their bids.

The quotations, received on email without password protection on fingatefoundation@gmail.com OR not duly signed and sealed, mentioning this RFQ number and after the last date of receiving will not be accepted.

SECTION – I

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION	
1. Documents Establishing conformity of Goods and Services to Bidding Documents	1.1 The Bidder shall furnish as part of its Bid the documentary evidence whichever specified.
2. Qualifications of the Bidder	<p>2.1 The bidder should submit the following supporting documents pertaining to its firm in the technical bid and meet the qualification requirement as mentioned to qualify for the technical assessment:</p> <p>The formats of the Technical Proposal to be submitted are:</p> <p>Form Tech 1: Technical Compliance Checklist Form Tech 2: Agency Brief and Experience Form Tech 3: Technical Specification</p> <p>I. Organization's Total year of Experience in similar supply II. No. of relevant contracts/ assignment running or completed during last 3 years (2021-22,2022-23 and 2023-24) III. MSME Exemption is applicable only for Manufacturer for Both Experience and Financial. IV. Bidder must have a facility for maintenance of equipment that is being supplied.</p>
3. Cost of Bidding	3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.
B. THE BIDDING DOCUMENTS	
4. Clarification of Bidding Documents	4.1 A prospective bidder requiring any clarification regarding specification, required services and conditions of contract/agreement, etc. given in the document may submit a written request for clarifications to FINGATE FOUNDATION by email to fingatefoundation@gmail.com up to 17:00 hours on 12/11/2024.
C. PREPARATION OF BIDS	
5. Documents Constituting the Bid & Bid Submission	5.1 The Bid should be addressed and submitted to the "FINGATE Foundation. (FINGATE FOUNDATION), 119, Sector 20C, Motia Khan, Mandi Gobindgarh, Punjab147301 INDIA" soft copy with password protected on fingatefoundation@gmail.com and HARD COPIES (1 Original and 1 copy of Technical Proposal and 1 Original of Financial Proposal) and should reach this office on or before 16/11/2024 till 12:00 hours.

	<p>5.2 First, the documents listed in ITB Para 5.4 below shall be evaluated by the Purchaser as per the qualification criteria specified in the ITB para 2. The Bids which do not conform to the specified requirements will be rejected as technically non-responsive / disqualified Bids.</p> <p>5.3 Thereafter, the Price Bids of all technically qualified bidders shall be evaluated and compared by the Purchaser. A work order/ NOA shall be awarded to the Bidder who has been determined to be the lowest evaluated. Substantially responsive Bidder.</p> <p>5.4 The Technical Bid submitted by the Bidder shall comprise the following: Form Tech 1: Technical Compliance Checklist Form Tech 2: Agency Brief and Experience Form Tech 3: Technical Specification</p> <p>5.5 The Financial Bid should be submitted in the price format provided in the Annexure -I</p>
6. Bid Prices	<p>6.1 The Bidder shall indicate Prices Lot number as per the price bid format provided in the Annexure -I.</p> <p>6.2 The prices quoted by the bidder should be on a firm and fixed basis. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.</p>
7. Currencies of Bid	<p>7.1 Prices shall be quoted in Indian Rupees only.</p>
8. Period of Validity of Bids	<p>8.1 Bids shall remain valid for the period of 60 days after the date of bid submission specified in the document.</p> <p>8.2 In exceptional circumstances, prior to the expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.</p>
9. Alternative Proposals by Bidders	<p>9.1 Alternative bids shall not be accepted. The bidder should not submit more than one bid.</p>
10. Format and Signing of Bid	<p>10.1 The bids consisting of the documents listed in this document shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.</p>

	<p>10.2 Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initiated by the person or persons signing the bid.</p>
D. SUBMISSION OF BIDS	
11. Sealing and Marking of Bids	<p>11.1 The Bid should be addressed and submitted to the "FINGATE Foundation (FINGATE FOUNDATION), 119, Sector 20C, Motia Khan, Mandi Gobindgarh, Punjab147301, INDIA" soft copy with password protected on fingatefoundation@gmail.com OR HARD COPIES (1 Original and 1 copy of Technical Proposal and 1 Original of Financial Proposal) and should reach this office on or before 16/11/2024 till 17:00 hours.</p> <p>11.2 The quotations, that are not received duly signed and sealed, mentioning this RFQ number and last date of receiving will not be accepted.</p> <p>11.3 Technical bid consisting of all technical details along with commercial terms and conditions; and containing all the relevant documents listed in para 5.4.</p>
12. Deadline for Submission of Bids	<p>12.1 The quotations should be submitted on or before 16/11/2024 till 17:00 hours.</p> <p>12.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids.</p>
13. Modification and Withdrawal of Bids	<p>13.1 The bids can't be withdrawn or altered after the due date and time for the submission of bids.</p>
E. OPENING AND EVALUATION OF BIDS	
14. Bid Opening	<p>14.1 The Purchaser shall open Quotations received up to due date and time at 16/11/2024 till 17:30 hours. Bidders can join the opening meeting by clicking google meet link https://meet.google.com/aur-psiz-xnp.</p> <p>14.2 The financial bids shall be opened by the Bid Opening Committee, in the presence of the Bidders' authorized representatives who choose to be present, enabling them to participate in the proceedings. Details of the same will be shared with the technically qualified bidders.</p> <p>The Bidders attendance at the opening of the proposal is optional and is at the Bidder's choice.</p>

<p>15. Clarification of Bids</p>	<p>15.1 During the evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.</p>
<p>16. Examination of Technical Bids and Determination of Responsiveness</p>	<p>16.1 The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself.</p> <p>16.2 The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.</p> <p>16.3 The Purchaser may waive any minor informality, non-conformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p>
<p>7. Evaluation and Comparison of Bid (Refer Para 2 and 5.4 also for same)</p>	<p>Preliminary Evaluation of Bids</p> <p>a. The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in RFQ have been provided, and to determine the completeness of each document submitted.</p> <p>b. The Purchaser shall confirm that the required documents and information have been provided in the Technical Proposal.</p> <p>c. Likewise, following the opening of Price Proposals, the Purchaser shall examine the Price Proposals to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted.</p> <p>Documents required for Preliminary examination</p> <p>a) Forwarding letter clearly mentioning the authorized signatory, the total number of pages, the model quoted, and quotation validity undertaking of 60 days, which can be extended on mutual consent.</p> <p>b) The authorization letter for a Representative of the bidders and verifying his signature, duly signed by the authorized signatory of the company/firm/proprietor. Only authorized Representative of the bidders should sign the tender documents.</p> <p>c) Bidders should submit a signed and stamped copy of this RFQ confirming their acceptance of all terms and conditions (T&Cs) of the tender including delivery and payment terms.</p>

	<p>Technical Evaluation</p> <ol style="list-style-type: none"> I. The purchaser will technically evaluate all bids determined to be responsive after Technical evaluation. II. Thereafter, quotation of substantially technical responsive and acceptable will be compared to determine lowest evaluated responsive bidder. III. Organization Internal Quality Management System and ISO Certification or any other similar certification
	<p>Evaluation of Price Bids</p> <ol style="list-style-type: none"> a. The Purchaser evaluation criteria of the Price Proposals, would be Lot wise for which the Technical Proposal has been determined to be responsive and qualified. b. The Purchaser's evaluation of a bid will take into account the total cost of services inclusive GST or applicable taxes. c. The contract shall be awarded only to the bidder who is substantially technically responsive lowest bidder. d. The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.
F. AWARD OF CONTRACT	
<p>18. Award Criteria</p>	<p>18.1 The purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid for each quoted schedule.</p>
<p>19. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids</p>	<p>19.1 The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. No reason for such action of Purchaser shall be given.</p> <p>19.2 If no bid is found to be compliant or fully responsive, in that case FINGATE FOUNDATION, holds the right to take decision on the bid received and tender, keeping in view the best value for money.</p>
<p>20. Purchaser's right to vary quantities during the currency of the contract</p>	<p>20.1 The number of equipment of same Lot may be increased or decreased upto 20% as per project needs and same will be added on the pro-rata basis while awarding the Purchase Order.</p>

SECTION – II
General Conditions of Contract/Order

1. Payment Terms	Payment Schedule: a. 100% of Purchase Order Cost after the delivery of Equipment as per schedule supported by relevant documents within 30 days.
2. Prices	2.1 The Agency must quote for all the Equipment with fixed price. Variable price quotation will be treated as non-responsive and rejected. 2.2 Prices shall be fixed and firm for the duration of the Contract. However, GST (as and when applicable) payable shall be paid as applicable at the time of supply.
3. Delivery and Warranty Period	3.1 The work Order issued to the selected Bidder shall be valid till 60 Days from the date of issue of the Purchase order. Warranty offered should not be less than 2 Years. 3.2 Equipment must be delivered and installed at Civil Hospital, Hajipur Bihar.
4. Services	4.1 Supplies to be completed as per due date or before 15/12/2024.
5. QA Documents	5.1 The QA documents i.e GMP and manufacturing license will be submitted along with the Bids documents.
6. Jurisdiction	6.1 All disputes arising out of the contract shall be subject to the jurisdiction of the appropriate court in Punjab, India, only.

Form TECH-1

Technical Compliance Checklist

S. N.	Particulars	Details
1	Name and Address of the Applicant/Agency:	
2	Constitution and date of incorporation / registration: (Certificate of incorporation)	
3	Name, designation, Contact no. and address of the Contact Person	
4	Financial Position for last three financial years (2020-21, 2021-22 and 2022-23)	
5	PAN No.	
6	GST No.	
7	MSME Certificate (For Exemption)	
8	Manufacturer Authorization (For Non-Manufacturer)	
9	Certificate of Compliance (ISO, GMP and CE)	

Form TECH-2

Agency/Service Provider Brief and Experience

A – Agency/Service Provider Brief

[Provide here a brief description of the background and organization of your firm/entity and each associate for this supply. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Agency has formed a consortium, details of each of the member of the consortium, name of lead members etc. shall be provided]

B - Agency/Service provider Experience

Firm's name:

1	Assignment/job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees)	
1.3	Duration of Assignment/job (months)	
1.4	No of professional staff provided by your Firm for Activity	
1.5	Name of Employer	
1.6	Address	
1.7	Description of actual Assignment/job provided by your staff within the Assignment/job	

Form TECH-3

Technical Specification

Lot Nos.	Equipment Description	Qty
1	Donor Couches	2
2	Tube Sealer	2
3	Blood Mixer & Collector	2
4	Platelet Agitator	1
5	Elisa Reader with washer	1
6	Binocular Microscope	2
7	Centrifuge Machine	2
8	Blood Weighing Scale	2
9	Rh view box	1
10	BLOOD BANK REFRIGERATOR (2-8 Degree) 250Ltr	4
11	Ultra Low Deep Freezer (-20 Degree) 300 Ltr	3
12	Ultra Low Deep Freezer (-40 Degree) 300Ltr	3
13	Ultra Low Deep Freezer (-86 Degree) 300Ltr	4
14	Hot Air Oven (250 Ltr)	2
15	BOD Incubator (6 cu ft)	2
16	Bio-Safety Cabinet (3X2X2)	2

Price Bid Form

[The Bidder shall fill in the Price Schedule Form for Goods in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods specified by the Purchaser in the below table and may be appropriately modified as per requirement of particular Goods].

Lot Nos.	Equipment	Unit measure	Quantity	GST, as applicable	Total Price, inclusive GST
1					-
n.....					
	Total				-

Total Price in figures and words: _____

Place: _____ **Date:** _____

Name _____

Signature of Bidder

Seal of the Bidder
