



**K.RAMAKRISHNAN COLLEGE OF ENGINEERING
(Autonomous)**

Approved by AICTE & Affiliated to Anna University,
Accredited by NBA & NAAC with 'A' Grade, Samayapuram, Tiruchirappalli – 621 112



COMMERCIAL COMPLIANCE

S.No.	Terms and Conditions	Comply/Not Comply
1	<p>All equipment and materials must be delivered in the quantities and specifications as mentioned in the purchase order issued by the purchaser. The delivery location will be specified in the purchase order (e.g., XYZ Institute of Technology, [Insert Address]).</p> <p>The entire contract shall remain valid for a period of three (3) months from the date of award.</p> <p>Quotations submitted by bidders must remain valid for a minimum of 90 days from the final date of submission. Any quotation that does not meet this Validity period will be considered non-compliant.</p>	Comply
2	<p>Bid Submission Guidelines</p> <p>Bids may be submitted either via email (digitally signed) or in hard copy form, as specifically mentioned in the tender notice. All quotations must be printed on the bidder's official letterhead and duly signed by an authorized representative.</p> <p>Each bid must be complete in all respects and must include the following mandatory documents:</p> <ul style="list-style-type: none">• Detailed Profile of the Bidder, highlighting experience and key competencies.• Copy of the Company/Firm Registration Certificate.• Copy of valid GST Registration Certificate.• Copy of submitted GST return (at least up to November 2024).• Copy of valid PAN Card.• Chartered Accountant's Certificate for turnover for FY 2021-22, 2022-23, and 2023-24.• CA-certified and audited Balance Sheets and Financial Statements (Form 3CB/3CA) for the last three financial years.• Copies of Work Completion or Experience Certificates of similar completed works.• Valid Shop Establishment License or Factory License.	Comply and all documents are enclosed



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	<ul style="list-style-type: none"> • Genuine Manufacturer Authorization Form (MAF), which will be subject to verification with the respective OEM. • Bidder should provide an Escalation Matrix for service and after sales support. • Valid EPF, ESIC, and Professional Tax Registration Certificates (where applicable). • Income Tax Return Acknowledgements for FY 2021-22, 2022-23, and 2023-24. • Declaration/Affidavit (on ₹500/- Stamp Paper) regarding no blacklisting from IITs/NITs/Govt. Offices/PSUs/Autonomous Bodies. • Complete, signed, and stamped tender document including amendments and deviation sheets, if any (to be uploaded online only). • Declaration of agreed specifications on company letter head, duly signed and stamped. • Any other documents in support of technical eligibility. 	
3	<p>Technical Documentation and Compliance</p> <p>The bidder must furnish complete technical documentation for each quoted item. This includes detailed product specifications, installation manuals, operation and maintenance manuals.</p> <p>The bidder is also required to submit a layout/design proposal aligned with the lab setup requirements, highlighting compliance points against the tender specifications. Original technical brochures or scanned versions of product catalogs should be submitted with the bid.</p> <p>Wherever available, URLs to the OEM’s official product page should also be provided for cross-verification.</p> <p>Each bidder must clearly mention the make, model, and complete technical specifications for the equipment being offered. A compliance sheet responding to each technical requirement outlined in the tender must be prepared and duly signed.</p>	Comply



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<p>4</p>	<p>Eligibility and Qualification Criteria</p> <p>All bidders must be OEMs or authorized Partners / distributors with valid authorization for the products they are quoting. Authorization letters must be submitted on the OEM's official letterhead.</p> <p>Bidders must demonstrate relevant experience by submitting a minimum of three Purchase Orders (executed within the last five years) for similar equipment supplied to academic, RCD, or industrial institutions. A list of at least five institutional clients (with contact information) must be provided as a reference.</p> <p>It is mandatory that the bidder or OEM has a registered support office in India to provide warranty and after- sales support. In the case of imported equipment, either the OEM or their authorized seller must submit a certificate confirming the presence of such a service support facility in India.</p> <p>The OEM must also submit a declaration confirming the availability of spare parts for the quoted products for a minimum of one year and authorize the bidder to participate in the tender.</p>	<p>Comply</p>
<p>5</p>	<p>Financial Criteria</p> <p>Each bidder must have an average annual turnover of ₹5 Crore or more over the last three financial years (FY 2022-23, 2023-24,2024-25). The turnover must be supported by a CA certificate or audited financial statements.</p> <p>Prices quoted must be inclusive of all taxes (GST, customs, etc.), transportation, packaging, insurance, unloading, and installation, commissioning, and training charges.</p> <p>There shall be no extra claim under any circumstances after the finalization of the bid. The quoted prices must be firm and fixed throughout the duration of the contract. No escalation in price will be allowed under any pretext.</p>	<p>Comply</p>



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<p>6</p>	<p>Evaluation and Award of Contract</p> <p>All bids will be evaluated on the basis of compliance with the technical specifications, completeness of submitted documentation, financial eligibility, and price competitiveness. The contract shall be awarded to the bidder whose offer is determined to be technically responsive and lowest in cost.</p> <p>The purchaser reserves the absolute right to reject any or all bids without assigning any reason. The final decision on selection will be at the sole discretion of the purchaser and shall be binding on all parties.</p>	<p>Comply</p>
<p>7</p>	<p>Warranty and After-Sales Service</p> <p>All equipment must carry a minimum onsite warranty of at least three years from the date of successful installation and commissioning. During this warranty period, the bidder shall repair or replace any defective items at no additional cost to the purchaser. All associated transportation, testing, and labor costs shall be borne by the bidder.</p> <p>In case of any service delay or failure to resolve issues during the warranty period, the purchaser reserves the right to invoke penalties or reject future business from the vendor.</p>	<p>Comply, all the mandatory equipment comes with 4 years of AMC</p>
<p>8</p>	<p>Payment Terms</p> <p>Payment shall be released only after the successful supply, installation, and commissioning of the equipment.</p> <p>Final inspection and acceptance will be carried out by the purchaser's technical committee. No payment shall be made for equipment that is received in damaged condition, is non-functional, or fails to meet the required specifications.</p> <p>The bidder must submit all necessary documentation (delivery challans, installation report, warranty documents, training certificate, invoice, etc.) to process payment.</p>	<p>50% after Delivery of the machineries 40% after successful Installation and Commissioning 10% after successful functioning of the laboratory (upto one and half month)</p>



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9	Other Conditions	Comply
	<p>No bidder shall be given preference based on category, class, or affiliation. The procurement may be extended to additional phases (e.g., Phase II) depending on availability of funds and institutional requirements.</p> <p>Delayed delivery or installation may result in cancellation of order or imposition of penalties, as deemed fit by the purchaser.</p> <p>The scope of the supply and service must be entirely as per the BoQ and technical specifications. Bids with partial compliance or deviations shall not be entertained.</p>	