

## **TENDER NOTICE**

Tender No. SPIHER/AICTE-IDEA LAB/2025-26/01

Date: 26.09.2025

St. Peters Institute of Higher Education and Research hereby invites tenders through a two-bid system (technical and commercial) from qualified and reliable suppliers and vendors for the supply and installation of machinery and equipment for the **Establishment of AICTE IDEA (Idea Development, Evaluation & Application) LAB** at **St. Peter's Institute of Higher Education and Research**, Avadi, Chennai.

Prospective suppliers and vendors are requested to download the tender documents from the official website at <https://www.spiher.ac.in>. Completed tenders, along with the requisite credentials may be submitted in softcopy/ hard copy format, enclosed in a sealed cover to the address: The Registrar, St. Peter's Institute of Higher Education and Research, AVADI, Chennai-600054, Tamil Nadu, Email: [idealab2025@spiher.ac.in](mailto:idealab2025@spiher.ac.in) on or before 17<sup>th</sup> October 2025, by 5:00 pm.

Chief Mentor

**AICTE IDEA LAB**

1. **SUBMISSION — The bid can be submitted in ONLINE/OFFLINE mode.**

- a) The cover should contain all the prime eligibility documents along with all pages of the tender document with the signature of the tenderer and it should be tightly sealed.
- b) The envelopes should be superscripted at the top of the cover as “Establishment of an AICTE IDEA (Idea Development, Evaluation & Application) LAB.
- c) The financial bid document should be removed from the tender document and covered with a sealed envelope with the name of the tenderer, superscripted the top as “Establishment of a AICTE IDEA (Idea Development, Evaluation & Application) LAB at **St. Peters Institute of Higher Education and Research** under the All India Council for Technical Education (AICTE) or submitted through email, [idealab2025@spiher.ac.in](mailto:idealab2025@spiher.ac.in)”
- d) The completed tender forms along with the enclosures and the sealed cover containing the financial bid should be submitted in ONE cover and addressed to

**Dr. L. Mahesh Kumar**  
**Registrar,**  
**Chief- Mentor – AICTE IDEA Lab**  
**St. Peters Institute of Higher Education and Research,**  
**Avadi,**  
**Chennai, Tamilnadu-600054**

**Or through email at [idealab2025@spiher.ac.in](mailto:idealab2025@spiher.ac.in)**

- e) Technical Bids will be opened as per the schedule given on critical dates and informed accordingly.

2. **ACCEPTANCE AND REJECTION**

We reserve the right to accept / reject any or all tenders and accept the whole or any part of the tender without assigning any reason. A tender that does not fulfill any of the terms and conditions of the tender or with incomplete documents in any respect will be rejected summarily.

3. **TECHNICAL BID QUALIFYING CRITERIA**

- a) A registered Company / Manufacturer / OEM or their Authorized Dealers should have similar work experience.
- b) The Bidder should have a valid License / Registration, GSTIN No., PAN Number, Bank Account and registered office in India.
- c) The Bidder should not have been blacklisted by any Govt. Dept. / Semi-Govt./ Dept. or any other organization.
- d) Information regarding experience in the Supply & Installation of the same / similar Machinery & Instruments / machinery in India. Evidence to be supported by Purchase Orders and Project / installation completion certificates for the same.
- e) Bidders shall have sufficient manufacturing capacity / tie-ups and should have the after - sales support infrastructure.
- f) In case, the Bidder offers to supply Machinery & Instruments, which are not manufactured by them, the Bidder should be duly authorized by the Head / OEM as an authorized dealer to supply the machines / Machinery & Instruments. Relevant documents to be submitted and also as per St. Peter’s Institute of Higher Education and Research, format which should be informed on prior notice of atleast 15 days and shall proceed only after the acceptance of the same.
- g) Preference will be given to the Manufacturers / their authorized dealers having more than 3 years of association with the same manufacturers to ensure effective after-sales service support.
- h) If the Bidder has already supplied / received an order to supply any similar Machinery & Instruments / machine to any Government organization, the performance, time line

- and quality of supply and services will be considered as qualifying criteria.
- i) If the bidder is not an OEM then the Authorized Dealers should submit the necessary OEM documents / information etc.,

**The selection of the Supplier will be made based on various parameters (as fixed by the Committee / Competent Authorities) like past service to Government Offices, after-sales support, Period of Warranty, AMC Support, feedback from the previous clients of the bidder etc.**

#### **4. EVALUATION CRITERIA AND FINAL SELECTION**

- a) The committee constituted by the **Registrar of St. Peter's Institute of Higher Education and Research** will examine the technical documents and decide the suitability as per the requirements of **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** and the terms and conditions of the tender. Only the technical bids of the firms, meeting the listed criteria, would be taken up for detailed evaluation.
- b) The technical committee will visit to verify the capacity and capability of the bidders to assess the performance of machinery Instruments / machinery supplied by them.
- c) Selection of the bidders shall be based on a weighted criteria system to be derived from the submitted tender documents, experience etc., In the case of non-fulfillment of minimum pre- qualification criteria of the technical bid, the bid of the respective bidder shall be rejected. The competent authority will decide regarding the selection of Supplier.

#### **5. AGREEMENT:**

- a) The successful tenderer will be required to execute an agreement in a non- judicial stamp paper of appropriate value within the time frame stipulated by **St. Peter's Institute of Higher Education and Research**.
- b) **St. Peter's Institute of Higher Education and Research** reserves the right to add / delete / modify the clauses in the agreement without prior notice.

#### **6. PERIOD OF CONTRACT:**

- a) The supply of the equipment should be completed within 10 days from the date of issue of purchase order.
- b) Extension / non-extension will be the sole discretion of the authority and the Suppliers cannot assume extension as the right.

#### **7. TERMINATION OF CONTRACT:**

- a) The competent authority reserves the right to terminate the contract at any time without assigning any reason if it appears to the authority at any point of time that the services based on the quality of the machinery & Instruments.
- b) At any time during the period of the contract, if it comes to the notice of the **St. Peter's Institute of Higher Education and Research**, that the supplier has misled this office by way of giving false / incorrect information which has been material in the award of the contract, the contract shall be liable to termination without any notice beside other legal action as per law.
- c) Further, in case of any breach, the contract can be terminated without any notice.

#### **8. GENERAL TERMS & CONDITIONS.**

- a) The Bidder can apply for one Equipment or more than one Equipment as per their expertise and capabilities. However, only one tender has to be submitted.

- b) The Technical specifications of the Equipment should of recent model & make and its spares should be available in the market for a minimum of 5years.
- c) Details of the product offered shall be supported with complete specifications duly authorized along with documents i.e., Leaflet, catalogue, literature, test reports etc.
- d) Govt. of India guide lines in Make in India policy, Relaxation of Norms for Startup and Micro & Small Enterprises in Public Procurement will be followed.
- e) **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** reserves its right to relax the condition of prior turnover and prior experience for start-up enterprises subject to meeting quality & technical specifications. The decision of **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** in this regard shall be final.
- f) The rates quoted shall be inclusive of charges such as Insurance, transportation, installation, and training for the staff and all other taxes (excluding GST). Nothing extra shall be paid over the quoted rates.
- g) It is the responsibility of the tenderer to check any correction, or any modifications published subsequently on the website and the same shall be taken into account while submitting the tender.
- h) The Bidder submitting the tender would be deemed to have considered and accepted all the terms and conditions of the purchase. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
- i) The bidder having their close relatives working in **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** is not allowed to participate in the Tender, an affidavit confirming the same should be submitted in original to **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH**
- j) The selected bidder will have to complete all the required formalities / obtain permits / licenses, if any, including agreement, etc. immediately within Five days after the award of the Purchase order.
- k) Canvassing whether directly or indirectly, in connection with tenders, is strictly prohibited and the tenders, submitted by the suppliers, who resort to canvassing, will be liable for rejection.

## 9. SPECIAL TERMS & CONDITIONS

- a) The supplier shall take all precautionary measures to avoid any damage to adjoining property while installing the equipment. All necessary arrangements shall be made at his own cost.
- b) **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** reserves the right to make any change, omission, additions (or) alterations to the original specifications of the Equipment. Such changes, omissions, and substitutions shall be deemed to have been formed as work included in the original tender and the contractor shall be bound to carry out the work / adhere to the supply order.
- c) The Period of warranty for the Equipment will be a minimum of two Years.
- d) The Supplier should extend Post Supply Support to the Institute in maintaining the Equipment.

## 10. PENALTYCLAUSES

- a) Failure to construct in terms of quality, quantity, and as per the requirements will attract penalty. Fines imposed shall be remitted by the contractor to the Institute account or else the same shall be adjusted from the Security Deposit.
- b) If any consequential damages occur while carrying out the installation work, the damage incurred so should be borne by the tenderer. Quantum of liquidity damages assessed by **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** shall be final and non- challengeable by the supplier.
- c) **PENALTY FOR DELAY IN supply of Goods:-**Supply of the Equipment has to be

completed within the schedule. For any delay in completing the work, a delay of every week or part thereof, an amount equivalent to 0.5% subject to maximum of 12% of the supplier's claim made for the execution will be deducted from the amount payable in the settlement of the claim at the discretion of the management.

- d) The Registrar, **St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH** shall be the Competent Authority regarding the imposition of penalty and quantum of the penalty and his decision shall be final.