



ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

Supply & Installation of Steel Furniture and Laboratory equipments / instruments for the Department of Pharmaceutical Sciences. Assam University Silchar.

Tender Reference	AU/PS/Purchase/2017
Price of Tender Document	Rs 500.00
EMD	2% of quoted amount
Last Date and Time for receipt of tender offers	24.04.2017 up to 1:00PM
TIME AND DATE FOR OPENING of tender (Technical bid)	24.04.2017 at 3:00PM
TIME AND DATE FOR OPENING of tender (Financial bid)	Bidders will be informed separately
Address for Communication	HOD Dept. of Pharmaceutical Sciences, Assam University, Silchar, P.O Dorgakona, Pin-788011, Assam, India.

NOTICE INVITING TENDER

TENDER NOTICE FOR THE SUPPLY AND INSTALLATION OF STEEL FURNITURE AND LABORATORY EQUIPMENTS / INSTRUMENTS

H.O.D Department of Pharmaceutical Sciences, Assam University Silchar, Assam , invites sealed tenders as a “3 Bid System” from reputable original equipment manufacturers/ authorized dealers/ Suppliers for supply and installation of Steel Furniture and laboratory equipments/ instruments to the Department of Pharmaceutical Sciences, Assam University Silchar.

1. Interested parties may send their tender offers in three separate covers (Pre-bid-qualification, Technical and Financial Bids) in a single sealed cover addressed to “HOD Department of Pharmaceutical Sciences, Assam University Silchar, P.O-Dorgakona, PIN-788011, Assam, India” superscripted with tender number and complete in all respects latest by **24.04.2017 up to 1:00 PM**. The Quotations (technical bid) will be opened on **24.04.2017 at 3:00PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply and installation of Steel Furniture and laboratory equipments / instruments with mentioned terms and condition. The Technical Bid & Financial Bid are to be submitted in proforma given in Appendix-A/A & A/B.**
2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of Steel Furniture & laboratory equipments/instruments and should have a registered office anywhere in India, Preferably having a branch / service office at Guwahati / Silchar. The bidder should provide information about their earlier service and time taken with regard to execution for supply and installation of the Steel furniture & laboratory equipments/instruments to University / Educational or Research Institute / Government Departments. **The EMD of 2% of quoted amount and Price of Tender Document of Rs. 500.00- should be submitted separately either as a Bank Draft/ Pay Order/ Banker’ s cheque in favour of “Finance Officer, Assam University”.** The tenders submitted without EMD (Earnest Money Deposit) and cost of Tender Document shall be liable to be rejected summarily
3. After the pre-bid qualifications, the technical bid will be opened by the committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Committee in respect of those who qualify the terms and conditions of the technical bid.
4. The pre-bid qualifications, technical bid and financial bid should be sealed by the bidder in separate covers superscripted with “ Pre-bid qualification for tender for Supply & Installation of Steel Furniture & Laboratory Equipments/Instruments and ” "Technical bid for Tender for Supply & Installation of Steel Furniture & Laboratory Equipments/Instruments and " and “Financial Bid for Tender for Supply & installation of Steel Furniture & Laboratory Equipments/Instruments” and all three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as “Tender for Supply & Installation of Steel Furniture & Laboratory Equipments/Instruments”.

TERMS AND CONDITIONS

1. The supply and installation of the Steel Furniture & Laboratory Equipments/Instruments shall be done by the vendor free of charges within 4 weeks from the date of issue of purchase order by the HOD Department of Pharmaceutical Sciences, Assam University, Silchar, to the vendor. The installation of the items will be done at the Department of Pharmaceutical Sciences, Assam University, Silchar.
2. The intending supplier should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, freight, insurance, etc. i.e. All "Inclusive" with free delivery up to Department of Pharmaceutical Sciences, Assam University, Silchar.
3. The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
4. University will not accept the assembled equipment's, or any other assembled items.
5. Tenderers will have to supply equipment/instrument manufactured by any one of the reputed companies or groups and not of local brand name or assembled.
6. Payment terms: Payments will be made after delivery and successful installation and demonstration by factory trained engineers / authorized persons.
7. Validity: The bids should be valid for a maximum period of 90 days from the date of opening of tender and the prices should remain valid till execution of purchase agreement.
8. **Warranty:**
 - a) **Warranty terms as per Annexure-1**, with the statement of availability of spares for at least 5 years from the date of the installation of Goods against any manufacturing defects. During the warranty period, replacement of any part of equipment's or rectification of defects of works including the transportation expenditure incurred for such repairs will be free of cost.
 - b) Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.
 - c) Free maintenance and service during warranty.
 - d) Regular upgrades to all software during the entire warranty period.
 - e) Vendor should provide a certificate that they will provide the spares in future at least for five years.
 - f) Manual - Hard copies of instruction/operation/service manuals should be supplied
 - g) List of important Consumable/ Spares and parts having sufficient shelf life for trouble free operation of three years should also be provided.
9. **Shifting & Reinstallation:** If required, manufacturer /supplier has to take all the responsibilities for shifting and reinstallation of the equipment from the temporary building to permanent building. This responsibility has to be given in writing by the manufacturer. All terms and conditions remain same at permanent site. Also, the performance of the instrument should be reproducible after shifting.

10. Training/installation:

- a) Installation testing: suppliers of the instrument must provide free installation, commissioning and testing of the equipment in the laboratory at the current temporary site and thereafter at permanent site.
- b) Comprehensive training of faculty & staff after installation should be provided.

11. Site preparation:

The supplier shall inform the Department about the site preparation, if any, needed for installation, immediately after receipt of the supply order. Suppliers must provide complete details regarding space and all infrastructural requirements needed for the equipment, which Department should arrange before the arrival of equipment to ensure its early installation and smooth operation thereafter. The supplier may offer his advice and render assistance to Department in the preparation of the site and other pre-installation requirements.

12. The registration number of the firm along with the CST/VAT No. allotted by the sale tax / trade tax authorities and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
13. Certificate of dealership / distributorship is required to be submitted.
14. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, technical brochures of the proposed items, makes & models, consumption of power & utilities for individual items and complete system, man power requirement, proposed drawings etc. and compliance stated.
15. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
16. The tender not conforming to any or all the above terms and conditions will be rejected.
17. Incomplete tenders are liable to be rejected.
18. University hereby reserves the right to place whole of the order with single tenderer even if the tenderer has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a tenderer to get or receive the order.
19. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
20. The selected bidder after receipt of supply order has to deposit 10% of supply order value in the form of call deposit/TDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product.
21. No request for advance payment shall be entertained in any circumstance. After completion of the supply the firm will submit bills in triplicate for payment with a certificate of successful installation of the materials from the Head of concerned Department.
22. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.

23. Documents:

- a. All pages of the Tender should be numbered and indexed.
- b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
- c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.

24. **Additional information and instruction on Duties and Taxes:** If the Bidder desires to ask for excise duty, sales tax/CST / VAT/ CENVAT, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

25. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Assam University, Silchar in that event the security deposit shall also stands forfeited.

26. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified Assam University, Silchar shall have the power to terminate the contract without any prior notice.

27. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

28. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

29. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

30. Conditional bid will be treated as unresponsive and it may be rejected.

31. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

ANNEXURE - I

TECHNICAL SPECIFICATIONS

Item - 1

Name of item: Steel Furniture

Quantity: 03

Specification:

- Two doors
- At least 4 shelves
- [1981± 10 (H)] x [918 ± 10 (W)] x [485 ± 10 (D)]
- 6 lever lock for safety
- Warranty : One Year

Item - 2

Name of item: Stainless Steel Rack

Quantity: 08

Specification:

- Material: Galvanised stainless steel
- Size: 78" x 36" x 15"
- No of Shelves: Five (05) shelves
- Adjustable shelves
- Warranty: One Year

Item - 3

Name of item: Voltage Stabilizer

Quantity: 02

Specification:

- Capacity: 15 KVA
- Cabinet Material: Metal
- Working Range (Input): 90 - 300 V
- Supports: Main Line
- Table Mount
- Warranty: 2 Years Manufacturer Warranty

Item - 4

Name of item: Animal Simulator Software

Quantity: 01

Specification:

- Computer Assisted Learning (CAL) for UG and PG animal experiments in Pharmacology and Physiology
- Offline
- For Three (3) Years

Item - 5

Name of item: Laboratory Weighing Balance

Quantity: 04

Specification:

- Capacity: 400(±100g)
- Readability: 0.01g
- Linearity: 0.01
- Pan size: 110(±30mm)
- Display: LED/LCD
- Power: 220V-240V
- Warranty : 2 years

Item - 6

Name of item: Ball Mill

Quantity: 01

Specification:

- Geared motor of 1Kg capacity with variable speed
- Versatile and multifunctional design with ability to handle fibrous, brittle, dry or wet materials
- Stainless steel Mill Jar
- Works on 220V
- Warranty: 2 years

Item - 7

Name of item: Digital pH Meter

Quantity: 02

Specification:

- pH range: 0 – 14 pH
- Millivolt range: 0 to ±1999 mV
- Resolution: 0.01 pH
- Accuracy: ±0.01 pH
- Temperature range: 0 to 100⁰C and Accuracy:±0.3⁰C
- pH Buffer Options: US Standard (pH 4.01, 7.00, 10.01) Nist Standard (pH 4.01, 6.68, 9.18)
- No. of Calibration Points up to 3 points
- pH Slope & Offset Display
- Display: LCD/LED
- Power: 220V
- Electrode stand and Clamp
- Warranty: 2 years

Item-8

Name of item: Laboratory Stirrer

Quantity: 01

Specification:

- Direct drive stirrer
- Stirring shaft: 10 x 450 mm
- Impeller: Pitched blade
- Motor: PMDC
- Speed (RPM): 120 – 2000 rpm
- Type of fluid : Water/Light Oil
- Maximum Volume: 25 Ltrs
- Digital Speed Indicator
- Warranty : 2 Years

PROFORMA “A/A-1”

DETAILS OF AGENT / DISTRIBUTOR / DEALER/MANUFACTURER REGISTRATION

1. Name of Agent / Distributor /Dealer/Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number (if any):
4. Validity period: With effect from_____ to_____

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor
Seal

PROFORMA “A/A-2”

List of similar nature of works with regard to execution for supply & Installation of Steel Furniture and laboratory equipments / instruments to University / Educational or Research Institute / Government Departments

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer
Seal

Date:

PROFORMA “A/A-3”

List Ongoing work

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer
Seal

Date:

Declaration

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern are registered for the above work. We are in the business of above work for few years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State)/ Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder_____

Address_____

Telephone no-

Mobile No-

Email id-

Signature of the Bidder

With Seal & Date

Date:.....

CHECK LIST OF DOCUMENTS

1. Valid Agent / Distributorship /Manufacturer certificate (Xerox copy self attested)

Proforma A/A-1

Experience of similar nature of works with regard to execution supply & Installation of Steel Furniture and laboratory equipments / instruments to University / Educational or Research Institute / Government Departments, Proforma A/A-2

(Xerox copy self attested): Yes/No

2. Ongoing works statement (if any) Proforma A/A-3

(Xerox copy self attested): Yes/No

3. PAN CARD (Xerox copy self attested): Yes/No

4. CST/VAT No. allotted by the sale tax / trade tax Yes/No

(Xerox copy self attested)

APPENDIX 'A/B'

FINANCIAL BID FORM

To,
HOD, Dept. of Pharmaceutical Sciences
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. **No. AU/PS/Purchase/2017**

Sir,

I/We hereby quote the following rates for supply & Installation of Steel Furniture and laboratory equipments / instruments as per specification shown in Annexure-1. Description of store with specification Rate for each item is also given in the Annexure "A/A.4".

(i) VAT/CST @.....

Certified that I/we have no pre-conditions attached with tender/specification.

Yours faithfully.

Encl.:- Annexure "A/A-4"

(Signature of Tenderer)

Address with seal.....

ANNEXURE "A/A-4"

**Rate quotation for supply & Installation of Steel Furniture and laboratory equipments /
instruments.**

(Pharmaceutical Science Department)

No:

Date:

Sl. No	Name of the items	Qnty	Make/Model	Rate per Unit (Rs.) inclusive of all taxes	Total Rate (Rs.) inclusive of all taxes
1.	Steel Almirah	03			
2.	Stainless Steel Rack	08			
3.	Voltage Stabilizer	02			
4.	Animal Simulator Software	01			
5.	Laboratory Weighing Balance	04			
6.	Ball Mill	01			
7.	Digital pH Meter	02			
8.	Laboratory Stirrer	01			

Signature with seal_____

Name : _____

Address: _____

_____ Mobile No. _____