



**DEPARTMENT OF PHARMACEUTICAL SCIENCES**

**ASSAM UNIVERSITY: SILCHAR-788011**

**TENDER NOTICE**

Department of Pharmaceutical Sciences, Assam University, Silchar invites sealed tender with a validity period of 90 (ninety) days from the date of opening of tender in prescribed format available in the website of University ([www.aus.ac.in](http://www.aus.ac.in)) from a manufacturer / agent / authorized distributor of laboratory furniture for the work mentioned below.

Name of the work	Estimated cost	EMD	Time of completion	Cost of Tender paper	Last date of submission of Tender	Due date and time for opening of sealed tender paper
<b>Supply &amp; Installation of Modular Laboratory Work-Benches (Four number)</b>	Rs. 8.0 lacks (approx)	Rs. 16,000/	8 weeks from the date of issue of purchase order	Rs. 1000.00	01.09.2015	02.09.2015 at 3:00 PM

The detail NIT may be obtained from the website of University ([www.aus.ac.in](http://www.aus.ac.in)).

**Assam University reserves the right to accept / reject any of the tenders, without assigning any reason whatsoever. Canvassing in any form will be a disqualification for submission of the tender including submission of tender to the University in future.**

**HOD, Pharmaceutical Sciences**

No: AU-Engg-Mint/Civil/10/2012



## DEPARTMENT OF PHARMACEUTICAL SCIENCES

ASSAM UNIVERSITY: SILCHAR-788011

TENDER DOCUMENT

**Subject: Call for Quotation for Supply & Installation of Modular Laboratory Work-Benches (Four number)**

Tender Reference	AU-Engg-Mint/Civil/10/2012
Price of Tender Document	Rs. 1000.00 (submitted either as <b>Bank Draft/ Pay Order/Banker' s cheque in favour of "Finance Officer, Assam University"</b> )
EMD	Rs. 16, 000.00
Last Date and Time for receipt of tender offers	<b>01.09.2015 up to 3:00 PM</b>
TIME AND DATE FOR OPENING of tender (Technical bid)	<b>02.09.2015 at 3:00 PM</b>
TIME AND DATE FOR OPENING of tender (Financial bid)	<b>Bidders will be informed separately</b>
Address for Communication	The Head, Department of Pharmaceutical Sciences, Assam University: Silchar, Pin-788011, Assam, India

- 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 the Head, Department of Pharmaceutical Sciences superscripted with tender number and complete in all respects latest by **01.09.2015**. The Quotations will be opened on **02.09.2015 at 3:00 PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply and installation of four**

**number of laboratory work benches as per specifications and drawing (Annexure I & II) with Assam University terms and condition.**

2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of laboratory furniture 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 of the laboratory furniture to University / Educational or Research Institute / Government Departments. **The EMD of Rs. 16,000.00 should be submitted 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) shall be liable to be rejected summarily
  
3. After the pre-bid qualifications, the technical bid will be opened on the designated date by the Departmental Purchase Committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Departmental Purchase 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 Modular Laboratory Workbench**" "**Technical bid for Tender for Supply & Installation of Modular Laboratory Workbench**" and "**Financial Bid for Tender for Supply & installation of Modular Laboratory workbench**". All three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as "**Tender for Supply & Installation of Modular Laboratory Bench**".

## **TERMS AND CONDITIONS**

- 1. The supply and installation of the modular laboratory work benches shall be done by the vendor free of charges within 8 weeks from the date of issue of purchase order by Department of Pharmaceutical Sciences, Assam University, Silchar, to the vendor. The installation of the work benches will be done at the Department of Pharmaceutical Sciences, Assam University, Silchar.**
- 2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Department of Pharmaceutical Sciences, Assam University, Silchar, and inclusive of all taxes.**
- 3. Payment terms: 100% payments will be made after delivery and installation by factory trained engineers / authorized persons.**
4. 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.
- 5. The work-bench will carry 01 years on site comprehensive warranty. Warranty period will start from the date of successful installation of all the items at site. If any defect is found during this period, the bidder will be liable to replace the item with free of charge.**
6. Department of Pharmaceutical Sciences, Assam University, Silchar will not be responsible for any delay in obtaining the tender document by the vendor. 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.
7. Certificate of dealership / distributorship is required to be submitted.
- 8. The manufacturer has to stand guarantee for the relocation of the work-bench once the permanent building for Department of Pharmaceutical Sciences get ready for operation. They must be in a position to dismantle the set up in present building and re-install it to the new building. Necessary charges for the same may be shown separately in their respective financial bid.**

9. **Assam University reserves the right to accept / reject any of the tenders, without assigning any reason whatsoever.**
10. 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.
11. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, drawing and compliance stated.
12. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
13. The tender not conforming to any or all the above terms and conditions will be rejected.
14. Incomplete tenders are liable to be rejected.

## Annexure I

### Technical specifications for Modular Laboratory Work-Bench

Work bench will be used in Department of Pharmaceutical Sciences Laboratory. **Each work bench should comprise the following components:**

**1. C-Frame System**

**Size in mm: (Length: 3100±10, Width: 1550±10, Height: 900)**

**2. Two Storage Cabinets (Welded cabinet: Hanging type) below laboratory work benches (Size in mm: Length: 530±10, Width:750±10, Height: 635)**

**3. One Reagent Shelf-two stage (Fixed type)**

**(Length: 1200±10 mm, Height: 750±10 mm)**

**4. Work Surface (Granite worktops): Color-Jet Black**

**5. Two Sink unit along with one way faucet for each**

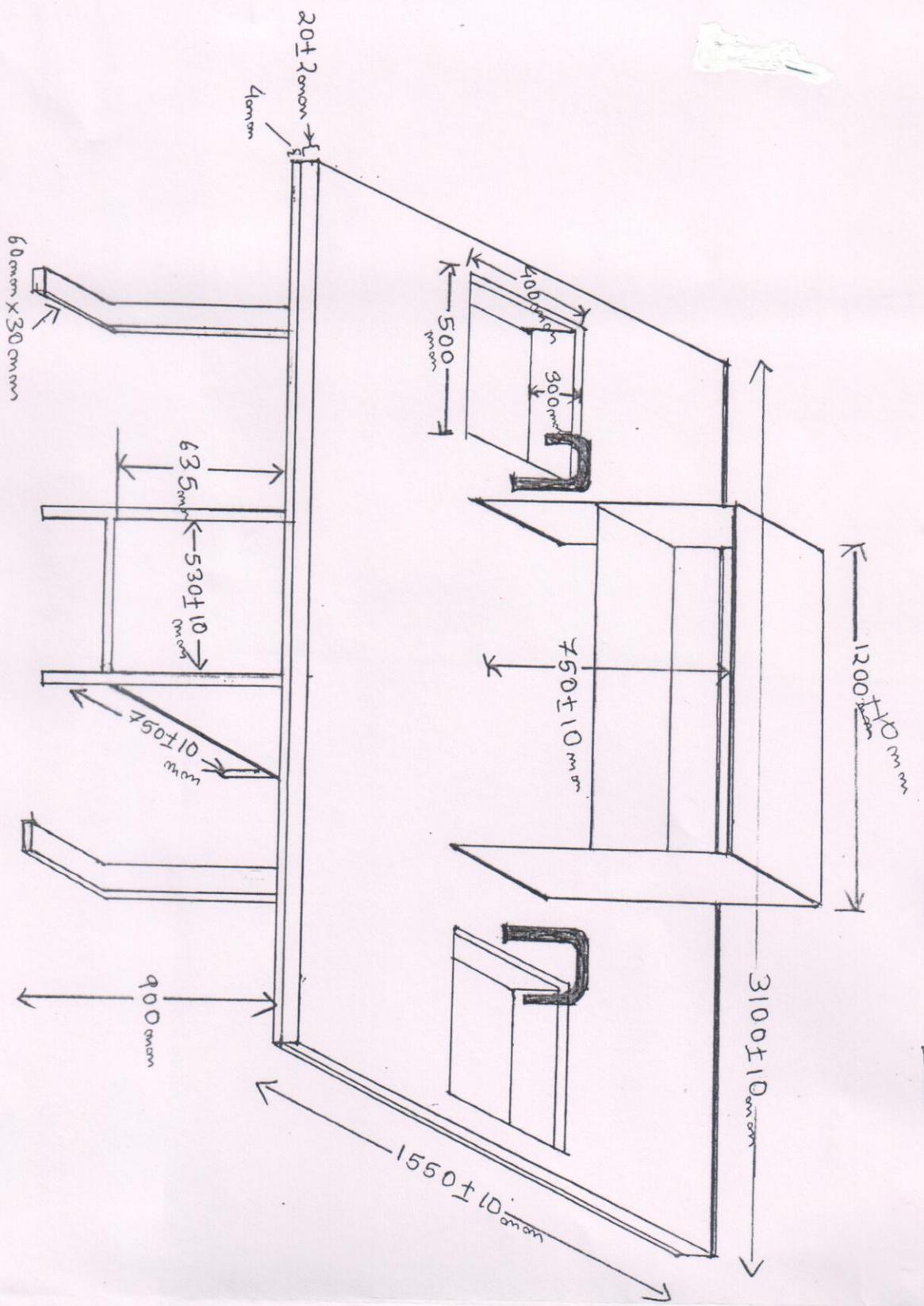
**Length: 500 mm, Width: 400mm, Depth: 300mm**

#### **SPECIFICATION:**

1. The firm/manufacturer shall ship the worktops and casework with proper packing and should take full responsibility on the shipping and installation of the items as specified in the tender. The items shall meet the performance requirements and should follow Scientific Equipment & Furniture Association (**SEFA 8**) guidelines.
2. The manufacturer under selection must warrant for a period of one-year starting from date of acceptance or occupancy whichever comes first that the product sold under the contract references shall be free from defects in material and workmanship.
3. All C-Frame assemblies should be manufactured from standard hollow metal sections and confirm to **IS Code 7138:1973** under the Indian Standard specification for steel tubes for furniture and all sheet metal components should be CRCA confirming to **IS Code 513:1994**. **The C-Frame should be painted with anti-acid epoxy paint.**

4. For C-Frame system, the suspended under-bench welded units should be supported on heavy-duty steel frames and should have full capability to take the load of the Granite worktops.
5. The C-Frame should be constructed from rectangular pipes with cross section of 60mm X 30mm and should be 2mm thick.
6. The C-Frame legs should be supplied with adjustable feet.
7. The structure should have a removable back panel to provide access for maintenance throughout the length of table
8. The reagent shelf should be modular design consisting of 2 stage horizontal storage shelf. The shelves should be provided between uprights with 1 inch of height adjustability. Length: 1200±10 mm, Height: 750±10 mm
9. The worktop (Working surface) should be 20±2mm thick, jet black granite with edges having chamfer of 4X4mm on the top side along with neoprene mat as the backing material (Thickness: 6mm)
10. The sink should be made up to 5mm thick high density and elastic poly propylene with good resistance to organic solvents. The bowl size (LxWxD) should be (500 X 400 X 300) mm and one way faucet should be provided. The faucet should of high quality. Two sink should be provided at two terminals for each work bench.

Annexure-II



## **CHECK LIST OF DOCUMENTS**

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

Proforma 1(a): Yes/No

2. Experience certificate:

Experience of similar nature of works with regard to execution for supply of the laboratory furniture to University / Educational or Research Institute / Government Departments, Proforma 2(a)

(Xerox copy self attested): Yes/No

3. Ongoing works statement (if any) Proforma 3(a)

(Xerox copy self attested): Yes/No

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

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

(Xerox copy self attested)

**PROFORMA – 1(a)**

**DETAILS OF AGENT / DISTRIBUTOR / MANUFACTURER REGISTRATION**

1. Name of Agent / Distributor /Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number:
4. Validity period:

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor

**PROFORMA – 2(a)**

List of similar nature of works with regard to execution for supply of the laboratory furniture 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

Date:

**PROFORMA – 3(a)**

**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

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:.....