

OFFICE OF THE PRINCIPAL
HANDIQUE GIRLS' COLLEGE
GUWAHATI-781001

Ref.: HGC/ESTT/QUO/2016/126/40

Date : 27.02.2018

NOTICE INVITING QUOTATIONS

Separate sealed quotations for each equipment, are invited from reputed manufacturer/authorized dealer/suppliers for supply of laboratory equipment to the Advanced Level Institutional Biotech Hub, Handique Girls' College, Guwahati, funded by Department of Biotechnology (DBT), Govt. of India. The quotations should be dropped at the "DROP BOX" in the College up to **3-00 P.M. of 15/03/2018. The Quotations received will be opened at 3.00 pm of 16/03/2018 and the participants can be present.**

Details of the items along with the terms & conditions and specifications may be downloaded from the College Website www.hgcollege.org.

Sd/-
Principal
Handique Girls' College
Guwahati

Memo No. HGC/ESTT/QUO/2016/126/40_A

Dtd. 27/02/2018

Copy forwarded for information and necessary action to:-

1. The Co-ordinator, Advanced Level Institutional Biotech Hub, Handique Girls' College, Guwahati – 1.
2. The Advertising Manager, The Assam Tribune, Chandmari, Guwahati-781 003 with a request to publish the above advertisement in the classified section in one issue urgently and submit the bill in quadruplicate along with the paper cut to the undersigned within 15 days from the date of publishing the tender notice for payments.
3. The Advertising Manager, The Dainik Asom, Chandmari, Guwahati-781 003 with a request to publish the above advertisement in the classified section in one issue urgently and submit the bill in quadruplicate along with the paper cut to the undersigned within 15 days from the date of publishing the tender notice for payments.
4. Notice Board, Office of the Principal, Handique Girls' College, Guwahati - 781 001.
5. Office copy.

Sd/-
Principal
Handique Girls' College
Guwahati

INSTRUCTION TO BIDDERS:

1. All Quotations should be submitted in sealed envelopes superscribed as shown below:

QUOTATION FOR SUPPLY OF (Item No & Name) FOR THE Advanced Level Institutional Biotech Hub, Handique Girls' College, Guwahati – 781 001

NIQ Ref. No _____, DATED _____

LAST DATE FOR SUBMISSION: 14.03.2018

To,

**The Principal
Handique Girls' College Guwahati-
781001
Assam, India**

From: M/s _____ Contact No.: _____ Email ID: _____

1. Quotation for each Item will have to be submitted in a separate envelope indicating Name of the Item, Item No. in NIQ and NIQ Ref. No. on the cover of the Envelope. In case the **bidder submits multiple quotations, the envelope of each item will have to be put in one large envelope mentioning the Sl. Nos. of NIQ and Bidder's Address.**
2. The bidder must submit a statement mentioning technical specification desired and offered both as **'hard copy' and 'soft copy' typed in MS word in A4 size paper in landscape orientation (Font size 12, Times New Roman) in the prescribed format (Annexure-I), without which the quotation shall not be considered.**
3. Technical literature catalogues and other data in support of the specifications of the items should be furnished with the quotation.
4. Dealership certificate on the offered products in case of dealer/s.
5. List of reputed organizations/Institutions, where similar orders have been executed (copies of the purchase/work orders will have to be enclosed).
6. Up-to-date Sales Tax clearance certificate (*for vendors outside the State of Assam*)/VAT Registration Certificate indicating also the TIN number (*for vendors from within the State of Assam*) OF THE FIRM will have to accompany the quotation to be submitted. **(According to the GST rule)**
7. In case the offered price is inclusive of GST, the tax components in details should be shown separately.
8. Details of nature and maximum period of **warranty** offered by the Bidder/Vendor must be specified.
9. After Sales Service: The name & address of the available authorized service centre nearest to Handique Girls' College, Guwahati-22, should be stated in the quotation.
10. NOTE: The bid documents must have the firm's seal and signature of the authorized signatory on all the papers and envelopes submitted.
11. At the time of delivery/Installation the supplier should put a Sticker in front side of the instrument/Machine indicating the following:-
 -) **The name of the company/supplier:-**
 -) **Date of Delivery:-**

-) Department/Office:-
 -) Date of Installation:-
 -) Expiry date of warranty period as per tender:-
 -) Date of start for AMC:-
 -) Contact No.:
-

TERMS & CONDITIONS:

(Please note the term 'both imported & indigenous' wherever mentioned, means the term is applicable to both foreign & indigenous purchase)

1. Rates: Rates quoted for indigenous items must be on FOR Handique Girls' College, Guwahati – 781 001 on DOOR DELIVERY Basis, with break-ups as per details below (For imported items please refer 'Additional Terms for imported goods' below).

Break-ups of cost:

- (a) Basic Price
- (b) CGST/AGST as per GST
- (c) (+) Freight & Insurance Charge, if any
- (d) (+) Installation & Commissioning Charge, if any
- (e) Grand Total F.O.R. Handique Girls' College, Guwahati – 781 001

*Note: Vague terms like "packing, forwarding, transportation etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not **alter/overwrite/ erase/ cut** in the quotation. In case of a **mismatch, the rates written in words will prevail.***

2. **Validity** (Both foreign & indigenous): Quoted rates must be valid for minimum 120 days.

3. **Earnest Money** (Both foreign & indigenous):

All firms are required to submit Earnest Money along with the Quotation. The EMD of unsuccessful bidders shall be returned after award of contract. All tenders received without EMD shall be summarily rejected. Refundable earnest money deposit, amounting to minimum 2.5% of the total quoted value (rounded off to the nearest thousand rupees) through demand draft, drawn in favour of Principal, Handique Girls' College, Guwahati – 781 001, Assam, India, payable at Guwahati, will have to accompany all quotations submitted. Quotations submitted without appropriate amount of earnest money are likely to be rejected. **Accumulated earnest money for instruments should be shown in your forwarding letter.**

Earnest money deposit will not bear any interest, and have to be in the form of demand draft only.

4. **PENALTY FOR DELAYED DELIVERY** (for both foreign & indigenous):

In case of supply order for the SCIENTIFIC EQUIPMENTS/ APPARATUS, the date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment at the rate as detailed below:

@1% up to one week;

@2.5% up to two weeks;

@5% up to three weeks;

@10% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Chairman, Purchase Committee, Handique Girls' College, Guwahati – 781 001, reserves the right not to accept the consignment.

5. **IN CASE OF INDIGENOUS SUPPLIES**, the goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 1% of the cost of material supplied, the rates of Sales Tax, Excise Duty etc. (as applicable) should be clearly indicated.

6. **PRE-INSTALLATION REQUISITES** (Both imported & indigenous):

Pre-installation requisites (electrical/floor/space/air-conditioning etc.), if any should invariably be mentioned clearly. Installation/ Training **will be the full responsibility of the supplier/ Indian Agent.**

7. **GENUINE PRICING** (Both imported & indigenous):

Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to other State Universities/Colleges/IIT/ICAR Institutes and other Government Organizations. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with your offer.

8. **TAX:** As per GST.

9. **Entry Tax:** As per GST

11. DELIVERY:

(a) Delivery of goods at Handique Girls' College, Guwahati – 781 001, will have to be maximum within 60 (sixty) days from the date of issue of the Purchase Order.

(b) **SAFE DELIVERY OF GOODS:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the cartons will be opened only in the presence of the Handique Girls' College's user/representative and vendor's representative and the intact position of the seal for not being tampered with, shall form the basis for certifying the receipt in good condition.

(c) **NO PART DELIVERY:** Part shipment will not be allowed.

12. Mode of Payment for Indigenous Purchase (For imported items please refer 'Additional Terms for imported goods'):

Payment for Indigenous Purchases will be maximum within 45 days from the date of successful delivery and installation of goods at Handique Girls' College, Guwahati – 781 001, generally through bank transfer. In case payment is to **be made by DD, the Draft commission will be deducted from the bill amount.**

Note: Please note as per Institute's norms advance payment is not allowed for any purchase.

13. Offers (Both imported & indigenous) submitted by telex/ telegram/ fax/ E-mail etc. shall not be considered. No correspondence will be entertained on this matter.

14. Late and delayed tender (Both imported & indigenous):

Late and delayed tender will not be considered. In case any unscheduled holiday occurs on notified closing date, the next working day shall be the date of closing.

15. Conditional tenders not acceptable (Both imported & indigenous): Conditional tenders shall not be accepted on any ground and shall be rejected straightway. In other words, printed conditions mentioned in the tender bids submitted by vendors will not be binding on Handique Girls' College, Guwahati – 781 001. All the terms and conditions for the supply, payment terms, penalty etc. will be as those mentioned herein and no change in the terms and conditions by the vendors will be acceptable.

16. **Specifications are basic essence of the product** (Both imported & indigenous): It must be ensured that the offers are strictly as per our specifications. **At the same time, it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration.** A quotation has to be supported with the printed technical leaflet/literature (wherever applicable) and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature model quoted/tendered specifications should invariably be **highlighted** in the leaflet/literature for easy reference.

17. **Enquiry during the course of evaluation is not allowed (Both imported & indigenous products):** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender **till final decision is conveyed to the successful bidder(s).** However, the Committee/ its authorized representative and Office of the Principal, Handique Girls' College, Guwahati – 781 001, can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders can also be asked to arrange demonstration of the offered items, at short notice, and as such the bidders have to be ready for the same.

The acceptance of a quotation (both imported & indigenous products) will rest solely with the Principal, Handique Girls' College, Guwahati – 781 001 who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

18. **Force Majeure (Both imported & indigenous):** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows: (I) any law, statute or ordinance, order action or regulations of the Government of India. (II) Any kind of natural disaster and (III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

19. **Termination for default** (Both imported & indigenous products): Default will be said to have occurred:-

-) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Handique Girls' College, Guwahati.
-) If the supplier fails to perform any other obligation(s) under the contract. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Handique Girls' College, Guwahati (or takes longer period in spite of what Handique Girls' College, Guwahati may authorize in writing), Handique Girls' College, Guwahati, may terminate the contract/ purchase order in whole or in part or the supplier will forfeit the EMD as applicable. In addition to above, the Handique Girls' College, Guwahati – 781 001, may at its discretion also take the following actions:

Handique Girls' College, Guwahati – 781 001, may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Handique Girls' College, Guwahati, for any extra expenditure involved towards goods and services obtained.

20. **Applicable Law** (Both for imported & indigenous products):

(a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only.

(b) Any dispute arising out of this purchase shall be referred to the Principal, Handique Girls' College, Guwahati – 781 001, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Handique Girls' College, Guwahati – 781 001. The decision of such Arbitrator shall be final and binding on both the parties.

ADDITIONAL TERMS FOR IMPORTED GOODS

Following terms besides the aforementioned terms will be applicable in case of foreign purchases:

22. All items including for imported items, the code should be strictly Handique Girls' College, Guwahati. Logistic expenditures towards Customs Duty, Clearing Charges, Transportation cost etc. should be included in the rate and shown separately.

In case of Irrevocable Letter of Credit/ FDD the following points should be maintained strictly:-

i) MAWB No. & HAWB No. & Forwarder's Name (To Whom Release order should be issued by the negotiating bank) should immediately be informed by the Agency through Fax to the Buyer 10 (ten) days before dispatch of the equipment.

ii) Bank Charges outside India, if required, will have to be borne by the Manufacturer/ Agency.

23. Rates: Quoted rates should be in CIF/CIP Kolkata terms and charges to be stated in the following break-ups:

(a) Ex-works value

(b) + Documentation & Handling Charge, if any

(c) + Estimated Overseas Freight to be paid at actual against authentic documents and monetary receipt

(d) + Estimated Overseas Insurance Charge to be paid at actual against authentic documents and monetary receipt (In case the firm holds open insurance policy, the Insurance Certificate relating to the consignment will have to be provided).

(e) Total CIP/CIF Kolkata value.

24. After Sales Service: In case of imported items, foreign manufacturing firms should indicate facilities available for after sales service, detail address and contact number of their local representative in India without which their offers are liable to be ignored.

25. Delivery:

(a) Delivery of goods at Handique Girls' College, Guwahati will have to be maximum within 60 (sixty) days from the date of issue of the Purchase Order.

While transshipment will be allowed, part shipment will not be allowed.

26. Payment:

(a) Above \$10,000.00: By an irrevocable letter of Credit negotiable through any overseas branch of State Bank of India/ with unrestricted provision.

(b) Below \$10,000.00 by FDD as given below:

(i) Advance payment Against Bank Guarantee: 90% of the price will be paid in advance against equivalent bank guarantee from a scheduled bank provided by the supplier/Indian Agent. The remaining 10% shall be released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment.

OR

(ii) Payment Against Proof of Dispatch: 90% of the price will be paid against receipt of proof of dispatch such as AWB, Invoice, Packing List, Insurance certificate, etc. The remaining 10% shall be released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment. OR

(iii) 0% Payment Basis: On request by the supplier/s 100% payment by FDD will be made. In this case on receipt of your Order Acknowledgement an FDD will be established for total ordered value, thereupon, a Xerox copy of the FDD will be sent to you which will enable you to send the materials. On satisfactory receipt and acceptance of the materials or satisfactory installation and commission of the equipment the Original FDD will be sent to you.

Note: Please note FDD/LC will not be opened unless and until Letter of Acknowledgement in original is received at Handique Girls' College directly from the principal (Even in case of firms having subsidiary office in India). The Indian agents are therefore advised to submit quotation after consultation with their respective principals).

27. Customs Duty: CUSTOMS DUTY EXEMPTION CERTIFICATE WILL BE MADE AVAILABLE BY THE INSTITUTE IN REGARD TO QUOTES IN FOREIGN CURRENCY ONLY [NOT AGAINST QUOTES MADE BY A FIRM IN INDIAN CURRENCY, UNLESS THE CONCERNED FIRM IS A FOREIGN HOLDING COMPANY WITH 'FDI' CERTIFICATE ISSUED BY THE MINISTRY OF FINANCE, GOVT. OF INDIA.

28. Agency Commission: The percentage of ex-works value to be paid to Indian agent in equivalent to Indian currency as agency commission as applicable will have to be clearly stated in the quotation wherever applicable.

29. Country of Origin: While Country of Origin Certificate will not be insisted, the same however will have to be stated in the Original Invoice for payment through L/C.
30. L/C Amendment: L/C/FDD amendment charges due to mistake on the part of the supplier including delay in delivery of goods, if any, will have to be borne by the supplier.

Sd/-
Principal
Handique Girls' College
Guwahati

Annexure I Format for Quotation

Sl. No.	Item No.in NIT	Name of the Item	Desired Specifications of NIT	Offered Specifications	Quoted Unit Price*	GST	Extra charges, if any, for delivery at destination	Custom duty, if applicable	Total amount*	Other terms and condition

*In case of foreign currency, value in Indian Rupee at the current rate must be mentioned.

**LIST OF LABORATORY INSTRUMENTS TO BE PURCHASED FOR THE YEAR 2017-18 by the
DBT-FUNDED ADVANCED LEVEL INSTITUTIONAL BIOTECH HUB, HANDIQUE
GIRLS' COLLEGE, GUWAHATI-781001**

Item No.	Name of Item	Item Specifications
1.	Micro volume UV-Vis Spectrophotometer	<ul style="list-style-type: none">) Type: Pedestal type (with cuvette and cuvette heating options for kinetic measurements)) Sample volume: 0.5-2 μl) Light source: Xenon Flash Lamp) Wavelength range: 200nm to 800 nm or better) Detector type: CCD array/ Photo diode array) Detection range: 2-20,000ng/ μl for ds DNA; .01 to 350mg/ml BSA. (detection limits for pedestal & cuvette to be specified separately)) Absorbance accuracy: 3% or better (wavelength of determination to be specified)) Absorption Range to be specified for cuvette and pedestal separately.) Measurement time: <10 seconds) Pathlength: 1mm (auto ranging to .05mm)) Spectral Resolution: 2nm or better) Wavelength Accuracy: \pm1nm) Certifications/ Compliance: to be mentioned) Warranty terms to be specified
2.	Autoclave	<ul style="list-style-type: none">) Should have a built-in steam generator making the sterilization cycle faster) Should have an open type water storage tank for easy filling and cleaning) Should have a safe water draining facility) Should have a pressure safety valve to prevent over pressure loading in chamber and generator) Should have water level indicator switch in the water tank to control the max. and min. water level) Should have a chamber volume in the range of 40 -50L.) Should have a LCD display
3.	-20°C Freezer	<ul style="list-style-type: none">) Type: Vertical) Capacity: In the range of 300-350 Ltrs.) Temperature Range: -15°C to -25°C) Should have a single door) Should have 6-8 shelves) Should have a suitable in-built voltage stabilizer
4.	Dancing Shaker	<ul style="list-style-type: none">) Application: For staining and destaining of gels and mixing of lab samples) Should have 3 dimensional combination of rocking and orbital motion) Speed should be adjustable with variable rpm) Should have low foaming agitation and uniform mixing at slow speed) Should have a non-slip platform which can be adjusted from horizontal to a steep angle
5.	Compact Tabletop Distillation Unit	<ul style="list-style-type: none">) Type: Single distillation unit) Water tank capacity: 4-8 Lit) Distillation capacity: 1-3 Lit/ Hour) Should have a compact design) It should be easy to operate and maintain