



**OFFICE OF THE REGISTRAR**  
**DIBRUGARH UNIVERSITY**  
Dibrugarh | PIN - 786 004 | Assam

No: DU/RP/PMC/2020/226

Date : 22/10/2020

**:: Short Notice Inviting Quotation ::**

Sealed Quotations are invited from reputed manufactures/authorized dealers/suppliers for Installation of **items required for Setting up of Laboratory** at the Department of Life Sciences under RUSA 2.0. Detailed specification of the items, terms & conditions etc are given below. **Last date of submission of Bids as per annexure with all relevant papers is 29/10/2020 up-to 16:00 hrs.**

Availability of Bid papers On website- <a href="https://dibru.ac.in/tender/">https://dibru.ac.in/tender/</a>	From: <b>22/10/2020</b> (17:00 hours) To: <b>29/10/2020</b> (upto 16:00 hours)
Time & Date of opening of Technical Bid	<b>02/11/2020</b> at 11:00 hours
Place of opening of Bid	Office of the Registrar, DU
Cost of the Document	₹500/- (Non-refundable)
EMD	2% of the bid amount

The tender should be submitted in two separate sealed envelopes *i. e.* **Part - I : TECHNICAL BID** and **Part – II : FINANCIAL BID**. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof. Details may be seen at <https://dibru.ac.in/tender/>

Sd/-  
**Registrar**  
Dibrugarh University  
*Registrar*  
Dibrugarh University

**Copy to:**

1. The Hon'ble Vice Chancellor for favour of information .
2. The HoD, Department of Life Sciences – for information
3. The Deputy Registrar (F&A), D.U. for information.
4. Dibrugarh University Website
5. Office File

Sd/-  
**Registrar**  
Dibrugarh University  
*Registrar*  
Dibrugarh University

# CUT-OUT SLIP

**NAME OF THE WORK:** Supply, Installation and Commissioning of **Items required for Setting up of Laboratory** at the Department of Life Sciences, Dibrugarh University under RUSA 2.0.

Equipment   
Furniture

**NIQ NO. : DU/RP/PMC/2020/226**

**Date: 22/10/2020**

**SUBMISSION DUE DATE & TIME**

**: 29/10/2020 up-to 16:00 HOURS.**

**FROM:**

**TO:**

NAME:  
ADDRESS

THE REGISTRAR  
DIBRUGARH UNIVERSITIY  
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing “Technical” & “Commercial” bids)

## **Part A - Terms and Conditions**

## **Part B - Specifications**

### **PART A - TERMS AND CONDITIONS**

#### **GENERAL INFORMATION**

The bids duly complete in all aspects, along with the necessary supporting documents should be submitted to the Registrar, Dibrugarh University. The Financial bids of the Bidders shall be opened on the same date or at a later date to be intimated to the bidders whose Technical Bids are found to be valid.

#### **I. Instructions to the intending bidders:**

1. The intending bidders should read carefully all the instructions and terms and conditions, etc before quoting rates in prescribed schedule of this Bid Document. Taxes and duties etc. should be shown separately.
2. All the manufacturers/ distributors/ stockiest should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
3. The rates in Indian Rupees should be mentioned in the **Schedule** attached with this Bid Document. Each page of the Bid document shall be signed in full and stamped with the seal of the supplier. The signatory/ies to the document must clearly state in what capacity he or she is signing the Bid Document.
4. The intending bidder shall submit the bids in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **Para- III below** and be sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the bidder shall quote the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in one envelope on which the cut out slip provided as part of the Bid document should be pasted, and the particulars shall be duly filled in. The Technical Bid shall be opened first to ensure that suppliers have submitted all the requisite documents. If the Technical Bids are not in order or any deviations encountered in some aspect, the commercial bids of such bidder/s shall not be taken into consideration.
5. The data sheet documents, technical documents, etc (if any) submitted should be available at any time on the website of the respective manufacturer / OEM and URLs to the respective documentation should be provided in the compliance statement for verification and future reference.
6. The bidder must avoid incorporation of ambiguities on any point on the bid documents. All points should be clear and to the point.
7. Application fee and EMD to be submitted through Demand Draft or A/C payee Cheque individually to be drawn in favor of **“Registrar, Dibrugarh University”**.
8. The bid has be seggregated under two classes of items viz. Equipment and Furniture. The bidders may participate in any or both the class of items. However, Partial Participation for the any items listed on the NIQ shall not be considered valid.

## II. General Terms and Conditions:-

1. Technical specifications of the instruments/equipment are given in **Annexure** to these papers (Part B).
2. The delivery and installation should be completed within 45 (forty-five) days or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
3. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
4. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
5. The bills of the suppliers shall be paid by the University after all the materials/articles/equipment along with requisite parts/accessories have been received and installed, inspected and commissioned.
6. The bidder may also indicate details of any accessories/spare items that may form part of the said equipment.
7. The bidder has to install all the required applications provided by the user and also has to provide at least 1 (one) day training to the end user including their group.
8. The price quoted on the Bid should be F.O.R. Dibrugarh University and shall have to be valid for atleast 60 days. Further, this Bid document is not transferable.
9. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
10. The quantity as mentioned at Part-B (Specifications) are indicative and not exhaustive. Actual requirement may be varied at the time of placing Order as per requirement.
11. Exemption from submission of Bid Security (also known as Earnest Money) is allowed to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.
12. **Refund of EMD:** - The eligible shortlisted L1 vendor shall be entitled for refund of EMD after one year from the date of satisfactory completion of supply, installation, commission etc. All other bidders shall be entitled for refund, within one month from the date of confirmation of the L1 bidder by the Competent Authority.
13. The shortlisted bidder must address all the technical glitches as and when encountered by the end user or their authorised representative for atleast 06 (six) months from the date of installation without any additional cost.
14. The bidder must also illustrate the quoted item with diagram/prototypes/detailed dimensions etc. for better understandability of the evaluators and higher probability of consideration.

### **III. Terms and Conditions regarding Documentation :-**

1. Vendor must submit duly signed Compliance statement in tabular form comparing each specification of the quoted item with that given in the Bid Document **Part - B**.
2. Suppliers shall submit the following documents along with their quotations:
  - a) Certificate of Incorporation/Registration
  - b) PAN/GST Registration Certificate.
  - c) Technical specifications offered by the Supplier.
  - d) Technical compliance table.
  - e) Technical literature regarding the offered products including diagrams/prototypes.
  - f) MSME Registration Certificate (if applicable) for availing EMD exemption.
3. The Bidder shall have to be an Original Equipment Manufacturer (OEM) or his Authorized Dealer/Channel Partner having a Direct Purchase and Support agreement with the OEM. In case, the Bidder is a Dealer, a valid LETTER OF AUTHORIZATION from Original Equipment Manufacturer should be produced along with the bid.

#### **Note:**

- (a) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (b) The University reserves the right to:
  - (i) Accept/reject any/all tenders without assigning any reason thereof.
  - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
  - (iii) Add/modify/relax or waive any of the conditions stipulated in the Bid document whenever deemed necessary.
  - (iv) Award the contract to one or more bidders for the items covered by the Bid document.
  - (v) Accept ambiguity (if any) incorporated on the bid, in the manner so favorable/beneficial to the University.
- (c) Participating in the NIQ shall imply unconditional acceptance of all the terms and conditions mentioned in the bid document.

**Schedule of Rates**

<b>ITEM No</b>	<b>DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS</b>	<b>Make</b>	<b>Unit Price (INR)</b>	<b>Taxes</b>	<b>Qty.</b>	<b>Total Amount (INR)</b>
1						
2						
3						
<b>Gross Total (₹)</b>						

**Signature of the Bidder**  
**Seal of the Firm**

\*\*\*Add/remove rows as per requirement.  
\*\*\*Addition/removal of columns is not permitted.

## Part – B

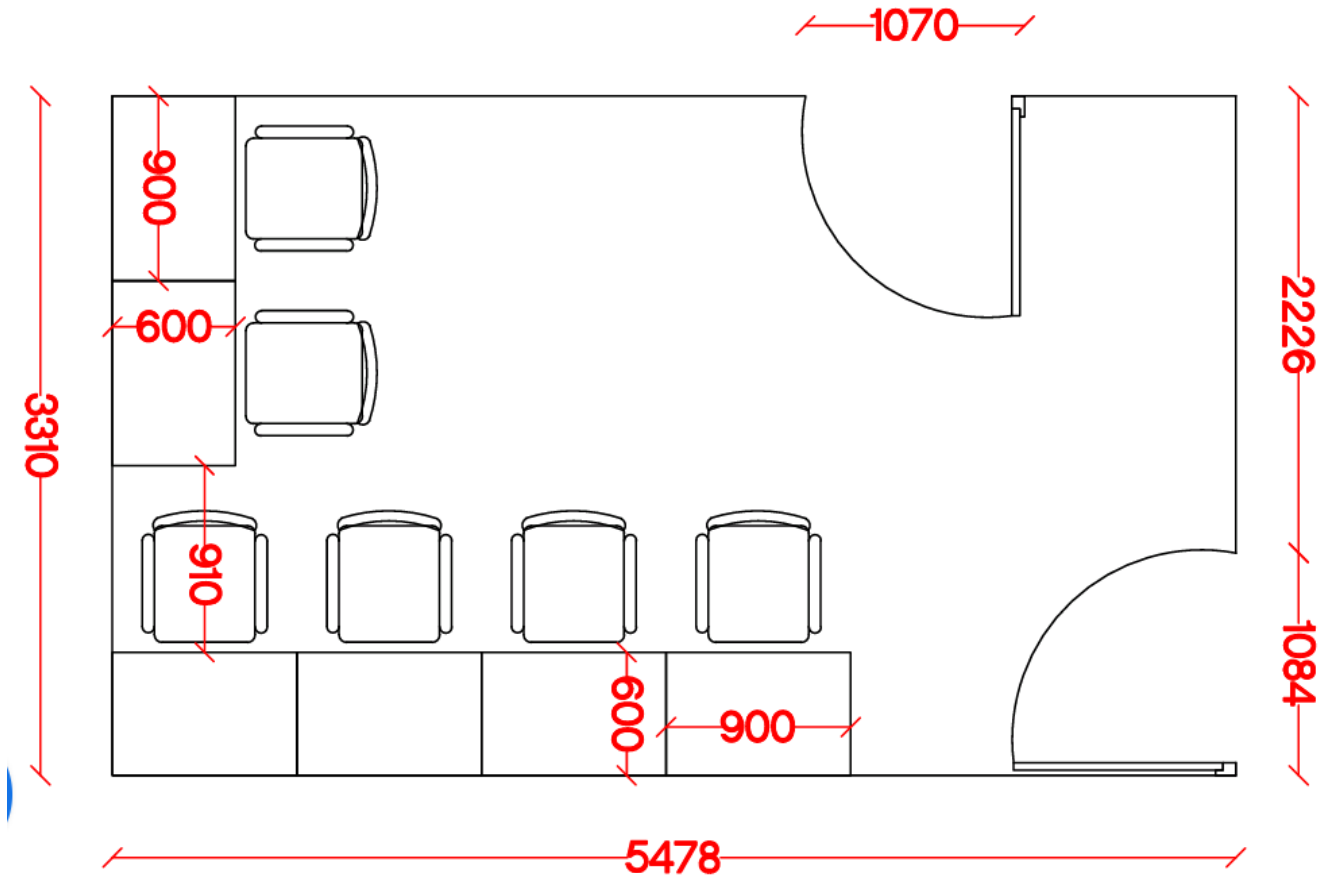
### I. List of required Furniture

Sl No.	Item	Quantity
1.	Computer Workstation (Refer the image for detailed dimension)	1
2.	Laboratory stool (adjustable height, wheel base and back rest)	4
3.	High back executive chair	1
4.	Mid back executive chair	4
5.	Wall mount wall mount wardrobe with door and lock	6 nos.
6.	Storage drawer (movable)	4 nos.
7.	Steel almirah (Big)	1 no.
8.	Anti-vibration table (Large)	1 no.
9.	Anti-vibration table (small)	1 no.
10.	File cabinet (4 shelves)	1 no.

**Brand: Preferable Godrej or equivalent brand**

Sd/-  
**Registrar**  
Dibrugarh University  
*Registrar*  
Dibrugarh University

**Image for detailed dimension of Workstation**



(Measurements in MM)

Sd/-  
**Registrar**  
Dibrugarh University  
*Registrar*  
Dibrugarh University



**II. REQUIRED EQUIPMENT:**

<b>Sl No.</b>	<b>Item</b>	<b>Quantity</b>
1.	Battery for Online UPS :- 12V – 65AH SMF Batteries	16 no.
2.	Air-conditioner with voltage stabiliser and fitting (2 tons)	1 no.

**Sd/-**  
**Registrar**  
Dibrugarh University  
*Registrar*  
Dibrugarh University

### Checklist of Documents

The Checklist should be accompanied along with the technical bid.

Sl no	Document	Instrument No (Wherever applicable)	Check
1	Application Fee (If applicable)		<input type="checkbox"/>
2	EMD		<input type="checkbox"/>
3	Technical Compliance Statement		<input type="checkbox"/>
4	Certificate of OEM/Authorisation letter		<input type="checkbox"/>
5	Certificate of Incorporation/Registration		<input type="checkbox"/>
6	PAN/GST Registration Certificate		<input type="checkbox"/>
7	MSME Registration Certificate (if applicable) for availing EMD exemption.		<input type="checkbox"/>

\*\*\* Any other supporting documents as felt necessary by the bidder may be enclosed

**Signature of the Bidder**  
**Seal of the Firm**

## Technical Compliance Statement

Sl no	Item	Reqd Qty	Compliance	Deviation (if any)
1				
2				
3				

Signature: .....

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....

\*\*\*Add/remove rows as per requirement.

\*\*\*Addition/removal of columns is not permitted.