

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Supply, Installation and Commissioning of Gel Documentation System and Fume Hood at Dibrugarh University

e-TENDER No: DU/DR(Admn.)/NIT-NIQ/General File/2024/09/257 dated 01.10.2024

CUT-OUT SLIP

Technical Bid

NAME OF THE WORK: Supply, Installation and Commissioning of Gel Documentation System and Fume Hood at Dibrugarh University

e-TENDER No: DU/DR(Admn.)/NIT-NIQ/General File/2024/09/257 dated 01.10.2024

SUBMISSION DUE DATE & TIME : 24/10/2024 up-to 11.30 A.M.

FROM:

TO:

NAME & ADDRESS:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM

(To be pasted on the envelope containing hardcopy of “Technical Bid”)



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DR(Admn.)/NIT-NIQ/General File/2024/09/257

Date: 01.10.2024

e-Tender Notice

Open tenders are invited through e-tendering process from Manufacturers of nationally / internationally reputed brand or its authorized dealer / distributor for **Supply, Installation and Commissioning of Gel Documentation System and Fume Hood at Dibrugarh University**. For details, please visit the website [https:// assamtenders.gov.in](https://assamtenders.gov.in)

Detailed specification of the items, terms & conditions *etc.* are given as Annexure at Part-B. Last date of submission of Tender as per annexure at Part-B with all relevant papers is **24/10/2024 up-to 05:30 PM** to be submitted at the office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 03/10/2024	
Last date for receipt of Bid	24/10/2024 upto 5:30 P.M.	
Time & Date of opening of Bid	25/10/2024 at 02:30 P.M.	
Place of opening of Bid	Office of the Registrar, DU	
Cost of Tender Document	Rs. 1000/- (Non-refundable)	To be paid online at assamtenders.gov.in
EMD	Rs. 20,000/-	

The tender should be separately submitted in 02 (two) parts, *i.e.*, **Part - I TECHNICAL BID** and **Part – II FINANCIAL BID**. The technical bid shall be opened on the 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 bids are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

The Bidder shall submit both technical and financial bids on-line at assamtenders.gov.in portal. One hard copy of technical bid along with supporting documents and clearly marked as **“HARD COPY of Technical bid”** shall have to be submitted at the office of the Registrar, D.U. **Hard copy of Financial Bid or Cost of Tender Document/EMD as Draft/Cheque etc, will not be sent to Dibrugarh University under any circumstance.** In the event of discrepancy between online & manual technical bid, sending of hard copy of financial bid or sending of Cost of Tender Document/EMD as Draft/Cheque etc the bid will be disqualified.

-Sd-

Registrar
Dibrugarh University

Copy to:

1. The Chairperson, Tender Opening Committee, D.U., for information.
2. The Deputy Registrar (F&A) i/c, D.U. for information.
3. The Programmer, D.U., with a request to upload the e-Tender Notice at D.U. website.
4. Office File

-Sd-

Registrar
Dibrugarh University

PART A - TERMS AND CONDITIONS

A1. General Information

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received shall be opened on **25/10/2024 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. 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. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

A2. Terms and Conditions of Supply:

1. All the manufacturers/ authorized dealers should submit 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.
2. The last date and time for the submission of the bids is 24/10/2024 up-to 5:30 P.M and the bids shall be valid for 90 days.
3. Technical specifications of the instruments/equipments are given in **Annexure-I** to these papers (Part B) and the required quantities are listed in **Annexure-II**.
4. Supplier should read carefully and understand all the instructions and terms and conditions, *etc.* before participating in the bid.
5. Suppliers shall mandatorily submit the following documents in their '**Technical Bid**':
 - i) **A Brief Profile of the Company/Firm** along with their addresses and contact details of a responsible representative for any query/correspondence.
 - ii) A duly filled and signed **Check-List** as shown in **Annexure-III**
 - iii) VAT/TIN/GST Registration Certificate.
 - iv) PAN Card
 - v) Proof of submission of Tender Fee/EMD at assamtenders.gov.in or Documentary proof justifying its exemption (e.g., MSME/NSIC/SSI/*etc.*).
 - vi) **Detailed Technical Specifications** of each item/service/work offered by the Supplier. The document should be duly superscribed as "**Offered Technical Specifications**" and presented in the format as suggested in **Annexure-IV**
 - vii) Technical compliance sheet in a tabular format as shown in **Annexure-V** and duly superscribed as "**Technical Compliance Sheet.**"
 - viii) **Technical Literature** regarding the offered products including Brochures/Datasheets/ Pictures/Sketch/Diagrams *etc* with a cover page duly superscribed as "**Technical Literature**".
 - ix) Valid Authorization specific to this tender from Original Equipment Manufacturer (OEM) or Declaration in case OEM itself is the bidder.
 - x) All valid documentary proof of eligibility as per '**Bidders Eligibility Criteria**' mentioned in this Tender Document.
6. **Please read carefully** that the Supplier shall submit their '**Financial Bid**' **ONLINE ONLY** in the BoQ format uploaded to the assamtenders.gov.in portal against this particular tender. They **SHOULD NOT** send hardcopy of price bid to the University under any circumstance. Defying this clause will lead to **DISQUALIFICATION** of their bid. In the Commercial Bid rates should be mentioned as per BoQ. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes, GST as applicable (total GST per item to be inserted in BoQ) and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the file name. If the BoQ file is found to be illicitly modified by the bidder, the bid will be rejected.

7. The Technical Bid shall be opened, on 25/10/2024 at 02:30 P.M. or on the next working day if the offices of the University remain closed due to any reason.
8. Financial bids of bidders who qualify in the Technical Bid evaluation will be open on the same date or at a later date to be intimated to the bidders. Lowest bidder will be selected on basis of
 Item-Wise Comparison
9. The delivery and installation should be completed within 3 month 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.
10. 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.
11. 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.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, tested and commissioned along with proper documentation.
13. An amount equal to **10% of the total order value** shall be retained by Dibrugarh University as **Security Deposit for the warranty period** from the date of completion of work. Any penalty imposed on the vendor shall be deducted from the Security Deposit.
14. Vendor must provide an undertaking that any service request will be addressed within three working days. Any delay beyond three days must be compensated by extending the warranty period with equivalent number of days.
15. The tendering firm must provide proof of documents for executing similar works earlier.
16. 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.
17. Authorization from the respective Original Equipment Manufacturer (OEM) for the quoted products to be provided mentioning the tender enquiry no. and date.
18. Copy of product literature and catalogue, testing report, BEE rating, ISO etc. to be provided.
19. The quantity as mentioned at Part-B (Annexure-II) may be increased or decreased at the time of placing Order as per requirement.
20. Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the bidders' risk and may result in the rejection of the bid.
21. This tender document is not transferable.
22. **Participation in the tender process implies that the bidder has read and understood this bid document and that the bidder will abide by the rules and regulations of Dibrugarh University.**

A3. Bidder's Eligibility Criteria:

- 1) The Bidder must be Company/Firm incorporated under the Indian Companies act 1956 or Indian Partnership Act 1932
- 2) The Bidders should have an Annual Average Turnover of not less than Rs. 25,00,000/- in the last three financial years. Documentary evidence in this regard should be enclosed along with Technical Bid.
- 3) The Bidder should have executed at least two numbers of similar orders in Govt./Semi-Govt. Institutions of value not less than Rs.5,00,000/- each in the last three financial years.

- 4) The Bidder & OEM should not have been blacklisted in anywhere in India or abroad. A self – declaration letter by the Bidder (From Director/VP/CEO of the company), on the company’s letter head should be submitted along with technical bid

Note:

- a) Bidders are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
- b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- c) 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 tender document whenever deemed necessary to ensure greater competition.
 - IV. Award the contract to one or more bidders for the items covered by the tender.
 - V. Reject any work done by the supplier if found to be of low quality/not conforming to industry standard practices and norms or any other justifiable reason.

Appellate Authority:

First Appellate Authority	Second Appellate Authority
The Registrar Dibrugarh University Dibrugarh-786004, Assam Phone No. 0373- 2370231	Secretary to the Govt. of Assam, Finance Department Address: 2 nd Floor, F-Block, Finance Department, Janata Bhawan, Dispur, Assam-06 Phone no 0361-2237455

Detailed Technical Specifications:

Sl No	Parameter	Minimum required specification
1	Gel Documentation System	Material : MS Power Coated Imaging : CMOS Digital Camera 24.1MP Camera Feature : Gel Live View and Image Capture Camera Filter : Standard 590 Filter Gel Doc Hood : Darkroom Cabinet Standard White Light Illumination UV Transilluminator : Research Model Viewing Area : 21x21,cm Wavelength : 312nm UV Tubes : 6 Nos Filter : Imported Quartz Filter Detection Limit : 1ng Application : DNA and RNA Gel Imaging Software : Software for Image Acquisition 1 D Analysis Software : Fee Analysis Software
2	Fume Hood (PCR Work station)	<ul style="list-style-type: none"> * External size (W x D x H) : 1300 x 700 x 1700 approx. * Internal size (W x D x H) : 1200 x 595 x 550 approx. * Work surface height : 750 mm * Material : Main Body Cold Rolled steel with anti bacteria powder coating, Work Table : 304 Stainless Steel Front & Side Window : 5 mm Toughened glass, anti uv * Max opening : 300 mm * Pre filter : Polyester fiber, washable * HEPA filter : 99.999% efficiency at 0.3 μm * Airflow velocity : 0.3 - 0.5 m/s, speed adjustable * Noise : \leq65dB * UV Lamp : 30 W x 1 emission of 253.7 nanometer with uv timer * LED lamp : 12W x 2 * Illumination : \leq350 Lux * Self with IV bar caster : Universal caster with leveling feet * Consumption : 600 W * Waterproof socket : Two, Total load \leq500 W * Power supply : AC220V\pm10%, 50/60Hz; 110V\pm10%, 60Hz

Quantities Required**1. List of Items Required:**

Sl. No.	Particulars	Quantity*
1	Gel Documentation System	1 no.
2	Fume Hood (PCR Work station)	1 no.

ANNEXURE-III**CHECK-LIST***(For documents to be mandatorily submitted)*

Sl. No.	Particulars	SUBMITTED Please respond in YES/NO/Remark (if any)
1	Brief profile of the Company/Firm with contact details.	
2	Annexure III (copy of this check-list itself, duly filled-in and signed with company seal)	
3	Copy of PAN Card	
4	Copy of GST Registration Certificate	
5	Proof of submission of Tender Fee/EMD at assamtenders.gov.in or Documentary proof justifying its exemption (e.g., MSME/NSIC/SSI/etc.).	
6	Offered Technical Specifications in tabular format against each item in Annexure I	
7	Technical Compliance Sheet as in Annexure V	
8	Technical Literature of each offered items.	
9	OEM Authorization/Declaration etc. specific to this tender.	
10	Interactive Panel OEM ISO 9001, 14001 & 45001 Certificate	
11	Proof of Incorporation under Indian Companies Act 1956 or Indian Partnership Act 1932	
12	Trade License of the bidder (if applicable)	
13	Copy of the audited Profit & Loss Statement & Balance Sheet of the firm and Certificate from the Chartered accountant clearly stating the turnover for last three financial years.	
14	Declaration regarding Non-Blacklist of Bidder anywhere in India or abroad on Bidders Letterhead.	

ANNEXURE-IV

Offered Technical Specifications

(Must be duly filled, signed by the bidder, affix its seal and be submitted with the Technical Bid)

Sl. No.	Particulars	Detailed Technical Specifications (Make and Model of offered items must be mentioned)
1	Gel Documentation System	
2	Fume Hood (PCR Work station)	

Signature & Seal of Bidder

ANNEXURE-V**Technical Compliance Sheet**

(Must be duly filled, signed by the bidder, affix its seal and be submitted with the Technical Bid)

Sl. No.	Particulars	Compliance <i>Please respond in</i> YES/NO/Remarks (if any)
1	Gel Documentation System	
2	Fume Hood (PCR Work station)	

I/We declare that all responses regarding Technical Compliance of above-mentioned items are made after **reading and understanding** the Technical Specifications and Scope of Work described in **Annexure I** of this tender document. **The responses made above are true for the items to be supplied and hides no underlying condition/information etc.**

Signature & Seal of Bidder