



## **Guwahati Biotech Park**

**Technology Complex, IIT**

**Guwahati Guwahati- 781 039**

**Phone: + 91-361-2690227/229, Fax : 0361- 2690228**

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### **BIDDING DOCUMENT FOR RATE CONTRACT OF CHEMICALS/ SOLVENTS/GLASSWARE/PLASTICWARE/GASES & MISCELLANEOUS ITEMS FOR LABORATORY USE**

<b>NIT No. &amp; Date</b>	<b>NIT No. GBPIC/8.2.5/P &amp; S/2014-15/2302 DTD.6<sup>th</sup> June, 2014</b>
<b>Place of submission</b>	<b>Guwahati Biotech Park</b>
<b>Type of Bid</b>	<b>Single Bid</b>
<b>Last date &amp; Time of Submission</b>	<b>30.06.2014 upto 1600 hrs.</b>
<b>Date &amp; Time of opening of Bid</b>	<b>01.07.2014 at 1100 hrs.</b>
<b>Tender fee</b>	<b>Rs.500/- (Rupees Five Hundred only) in DD/Bankers cheque in favor of Guwahati Biotech Park Incubation Center</b>

## INVITATION FOR BID

To

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**Dear Sir**

Guwahati Biotech Park an establishment supported by Department of Biotechnology, Govt. of India and Ministry of Science & Technology, Govt. of Assam engaged in R & D activities and facilitating entrepreneurs for doing research is in frequent use of Chemicals/ Solvents, glassware, plasticware, gases and miscellaneous items used in laboratory. Considering the long term use of these items and in order to simplify the procurement practices, the CEO of Guwahati Biotech Park desires to establish annual rate contract(ARC) with reputed manufacturers/authorized distributors (who have the current authorization from the principal company)/Stockists/dealers for the supply of items grouped as under:-

SL. No.	CATEGORY	MAKE/BRAND	GRADE
1	Chemicals/ Solvents	Merck/Qualigens/Titan/Fisher Scientific/Alfa aesar/ Sigma/ Ranbaxy(Rankem)/BDH/Himedia/SRL/Spectrochem/CDH/SDF/Fluka/Aldrich/ Lancaster/Acros/Aarmor for their Indian & Imported agent/Merck Genei/ XcelGen/Qiagen/Invitrogen/Fisher Bioreagents/Loba chemie/ Biorad/Thermoscientific etc.	LR/AR/HPLC
2	Plasticware	Borosil/Eppendorf/Tarson/Polylab/ Axygen/BD-Falcon/Abdos etc.	
3	Glassware	Borosil/Merck/Qualigen/Fisher Scientific/Duran/Vensil/JSGW etc.	
4	Pipettes & micropipettes	Eppendorf/Tarson/ Aldrich/Borosil etc.	
5	Gases	Speciality and non speciality gases (N <sub>2</sub> ,H <sub>2</sub> , He,O <sub>2</sub> , CH <sub>4</sub> , Ar, NH <sub>3</sub> , Isobutene, CO <sub>2</sub> etc.)	
6	Consumables & Miscellaneous items such as Filter paper/ TLC plates/Glass slides/Cover slips/Cryogloves/ Cryoboxes etc	Whatman/Millipore/Sartorius/MDI/Pall Gelman/Merck etc.	

Interested bidders may submit their best competitive offers as per the instructions and terms and conditions stated below. This Bid Document contains Pages numbered 1 to 6 consecutively. Please check to see that no page is missing nor any in duplicate. The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all the papers and envelopes submitted.

## INSTRUCTION TO BIDDERS & TERMS & CONDITIONS

### 1. Mode of transmission:

Quotations will have to be submitted in single bid and in sealed covered super-scribing the following lines:

**“Quotation for supply of Chemicals/Solvents/Plasticware/  
Glassware/consumables/pipettes & micropipettes/Gases and miscellaneous items for  
laboratory use.”**

**NIT No. GBPIC/8.2.5/P & S/2014-15/2302 DTD.6<sup>th</sup> June, 2014**

**To  
The Chief Executive Officer,  
Guwahati Biotech Park  
Technology Complex, IIT Guwahati  
Guwahati -781039  
Assam, India**

**From: M/s.....  
Contact No.:.....**

### 2. Eligibility of the Bidder

2.1 The bidder should be an original manufacturer or their authorized dealer/supplier. In case of original manufacturer, the **Manufacturer’s certificate of registration and in case of authorized Agent/dealer/distributor the certificate of Dealership valid till date should be provided.**

2.2 The bidder must provide the copies of the following with their bids:

- a. Copy of VAT/TIN.
- b. Copy of PAN No.
- c. Audited Balance Sheets of last three fiscal years.
- d. Attested copies of STCC & ITCC.

2.3 The bidder must have at least three years experience of providing such items in reputed Institutes such as CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs. The bidder must enclose copies of Annual rate contract or work orders from such institutes.

### 3. Tender Fee:

A non-refundable Tender Fee of Rs.500/- (**Rupees Five Hundred only**) in the form of demand draft/Bankers Cheque in favour of **Guwahati Biotech Park Incubation Center** must be enclosed with the tender . Otherwise the tender will not be considered.

### 4. Last Date & Time of submission & opening of tender

**(i) Last date & Time for receipt of tender 30<sup>th</sup> June, 2014 upto 4 p.m.**

**(ii) Due date & Time of opening tender 1<sup>st</sup> July 2014 at 11.00 a.m.**

Any bid received after dead line for submission of bid, will be rejected and returned unopened. GBP will not be responsible for the loss of tender or for the delay in postal transit. The Bidder or his authorized representative may be present at the time of opening of bid on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid, the time notified remaining the same.

### 5. Rates

5.1 Rates quoted should be on **FOR Guwahati Biotech Park**, on door delivery basis. **Vague terms like “packing, forwarding, transportation extra” without mentioning the specific amount will not be accepted.** Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers may be considered as all charges are inclusive.

5.2 . The format details are as follows and it should be sent to us only in the Excel format

Category	Cat No.	Description	make/brand / mark	Unit	Rate

- 5.3 **Discounts offered** shall be indicated clearly in terms of percentage on the manufactures price lists.
6. **Taxes & Duties:**
- 6.1 For vendors within the state of Assam, appropriate VAT will be deducted from their Bills.
- 6.2 Guwahati Biotech Park is exempted from payment of Excise duty vide Govt. of India Notification No. 10/97-Central Excise dated 1<sup>st</sup> March, 1997. Therefore GBP will provide the document to the bidder to avail the Excise duty exemption as and when necessary.
- 6.3 **Statutory increases** like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
- 6.4 GBP is NOT registered under the Central Sale Tax Act and is NOT entitled to avail concessional rate of Central Sales tax against form 'C' in respect of inter-state purchases.
- 6.5 **Entry Tax:**  
Assam Govt. Entry Tax- usually@ 2% (to be paid by GBP, not by the supplier), wherever applicable, will be added while evaluating cost status of the concerned items to be supplied by suppliers from outside the State of Assam.
7. **CD (Soft copy) of your catalogue/Price List for the year 2014-15** should be submitted along with your offer.
8. **Make/Brand** and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001/9002 accreditation should indicate in their tender.
9. **Catalogues/Manual:**  
Tenderer shall submit original printed manufacturers' technical specifications and catalogues, literature, diagrams, photographs etc. of goods offered, wherever necessary, thereby facilitating technical evaluations.
10. **Period of Rate Contract:**  
The rate contract shall be valid for one year from the date of commencement of rate contract and is extendable on satisfactory performance of the supplier.
11. **Validity of Price:**  
Quoted rates must remain unchanged during the currency of the contract. However price revision is allowed after one year subject to change in price of manufacturers original Catalogue.
12. **Delivery schedule:**  
**Delivery schedule** will be strictly adhered to. Delivery period shall be maximum of 15 days for vendors within Assam and 21days for vendors outside the state of Assam. The firm may execute the order as soon as orders are received On-Line. **Delivery** may be effected by the manufacturers directly or through their authorized dealers whose name and address should be indicated in the proposal.
13. **Delivery Documents:**  
All aspects of safe delivery shall be the exclusive responsibility of the supplier. The supplier has to furnish the following documents along with goods:  
a. Three copies of Invoice in original indicating inter-alia description of goods, specifications, quantity, unit price, VAT/CST, Service Tax wherever applicable and total amount etc.  
b. Packing list  
c. A copy of our order.  
d. Railway receipt/Consignment Note/Challan etc. &  
e. Any other document as per the terms of contract
14. **The rate contract** can be terminated at any time by giving one month's notice from either side.
15. Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules etc. are liable for rejection.
16. **In case of Gases:**  
Supply will be obtained as and when required by giving 7 days notice in advance. There should be no delay in sending cylinders. Delivery should include loading of empty and unloading of full/empty cylinder at our godown. Cylinder must be properly tested with caps. Test certificate for each cylinder at the time of delivery to be furnished. Supplier may quote their charges for Cylinder owned by Guwahati Biotech Park of different makes, which will include purging, hydraulic testing, cleaning etc.

17. **PENALTY FOR DELAYED DELIVERY:**  
In the event of delayed delivery, i.e. after the expiry of the period as agreed by both parties, the vendor shall be liable for a penalty deduction at 1% of the value of the undelivered part subject to a maximum of 10%.
18. **Payment Term & Mode of Payment:**  
No part payment as well as advance payment will be made. Payment will be made within 30 days on completion of the full supply of goods at Guwahati Biotech Park, Technology complex, IIT Guwahati, generally through A/c payee cheque. In case payment is required by DD, the draft commission will be deducted from bill amount.
19. **Quotation through Fax/ E-Mail/Telegram** etc. shall not be considered. No correspondence will be entertained on this matter.
20. **Conformity to Specifications:**  
Specifications are basic essence of the product. It must be ensured that the offers are strictly as per our specifications/mark/brands etc..
21. **Evaluation:**  
The bids will be evaluated soon after opening of bids as per the eligibility criteria in this bid document and during such evaluations any clarification or query maybe raised by GBP in email or letter/fax. etc. The bidder should co-ordinate and reply in writing against such queries at the earliest possible time facilitating the evaluation process. Such written queries & replies will be annexed with the bid and shall be treated as the part of the bid.
- From the qualified list of suppliers, GBP will make a panel of suppliers/dealers for entire range of products. GBP reserves the right to enter parallel rate contract with more than one party for similar items.
22. **Termination for default:**  
Default is 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 GBP.
  - 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 15 days after receipt of default notice from **CEO, Guwahati Biotech Park** (or takes longer period in spite of what GBP may authorize in writing), GBP may terminate the contract/purchase order in whole or in part.
23. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of competent Court & forum in Guwahati, India only.
24. **Force Majeure:**  
The supplier shall not be liable for failure to perform its obligations under the contract in the event of Force Majeure. The events referred to as force majeure that may hinder performance obligation of either parties are (i) acts of God (ii).regulations of Government of India. (iii).any kind of natural disaster like earthquake, flood, epidemic and (iv). revolutions, strikes, war, lockouts, riots, sabotage etc.
25. **Consideration of Tender:**  
Guwahati Biotech Park's decision shall be final and binding and no claims/representations in this regard shall be entertained. The acceptance of the quotation will rest solely with the CEO, Guwahati Biotech Park, who in the interest of the organization reserves the right to himself to reject or partially accept any or all the quotations and to withdraw or cancel entire bid process without assigning any reasons whatsoever. Mere submission of bid by the bidder does not vest any right in them for being selected.

**Sd/-**  
**Chief Executive Officer**  
**Guwahati Biotech Park**

## **PROFORMA TO BE FILLED BY THE TENDERER**

CATEGORY OF STORES:		
NIT No. & DATE	NIT No. GBPIC/8.2.5/P & S/2014-15/2302 DTD.6 <sup>th</sup> June, 2014	
OFFER/QUOTATION No. & DATE		
TENDER FEE DETAILS		
NAME & ADDRESS OF THE MANUFACTURER		
NAME & ADDRESS OF THE DEALER/DISTRIBUTOR Contact Person: Tel: Email:		
AUTHORISED DELAER SHOULD ENCLOSE: (1) Central Sales Tax Registration certificate (2) General Sales Tax Registration certificate (3) I.T. Certificate (4) PAN No. (5) Authorised Distributorship Certificate (6) Price Certificate (7) Profile of the firm & client list		
BRAND OF THE PRODUCT OFFERED		
PERCENTAGE OF DISCOUNT OFFERED ON CATALOGUE PRICE & SPECIAL DISCOUNT IF ANY?	MAKE/BRAND	% OF DISCOUNT
DELIVERY PERIOD		
DELIVERY TERM	DOOR DELIVERY AT GBP	
DELIVERY BY	MANUFACTURER/DEALER/DISTRIBUTOR <input type="checkbox"/> Which ever applicable	
NAME OF INSTITUTE HAVING SIMILAR ARCs/Orders (Attach copies)		
Financial turnover of the Bidder	In 2010-11: In 2012-13: In 2013-14:	

Certified that the Price List/Price Catalogue of M/s. (Name of the company) \_\_\_\_\_ for item sr. no. \_\_\_\_\_, submitted against rate contract tender no. **GBPIC/8.2.5/P & S/2014-15/2302 DTD.6<sup>th</sup> June, 2014** for the year 2014-15 is uniform price list throughout the territory of India.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

**Date:**

**Name & Signature of the Bidder  
With Seal.**