



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
PaschimBoragaon, Vigyan Path, Garchuk, Guwahati-781035
Notice Inviting Tender (NIT)

Advt. No: 135

Date: 23/04/2018

Sealed tenders are invited from reputed Manufacturer for “design and build refrigerated body” of a Tata Xenon vehicle for the Institute of Advanced Study in Science and Technology (IASST). Bid document with other terms & conditions can be submitted along with the prescribed bid fee as follows:

Bid fee-DD (non - refundable)	Last Date and Time for submission of bids	Venue for submission & Opening of Technical Bids
Rs.1000/-	24/05/2018 by 5 P.M	Office Of the Registrar, IASST, Guwahati – 781035 Dt: 25/05/2018 at 11A.M

Specification:

“Design and build refrigerated body” on Tata Xenon vehicle chassis with proper ventilation along with adjustable shelves for transportation of field samples. One fourth part of the body has to be converted to a cold compartment with constant temperature of 4⁰ C.

There will not be any separate notice for participation of bidder in the bid opening time.

Registrar, IASST

Notice Inviting Tender

Eligibility Criteria of bidder(s):

- The Bidder should be a reputed manufacturer having after service agreement with the OEM (proof for the same to be enclosed along with address, phone nos. & E-mail etc. of the Service Centre).
- If the bidder is an ISO certified Company, then documentary proof should be enclosed.
- The bidder should have experience of more than five years in execution and maintenance of similar work (A certificate of establishment may be provided).
- The bid document, complete in all respect should reach the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, PaschimBoragaon, Guwahati – 781035 on or before 24/05/2018 by 5 P.M. No bids after the last date shall be entertained.
- The bidder must be able to make presentation of their bids in front of an expert committee.
- Those bidders who can cover the constructed area and anyparts involved in maintain the specific area within the warranty period.

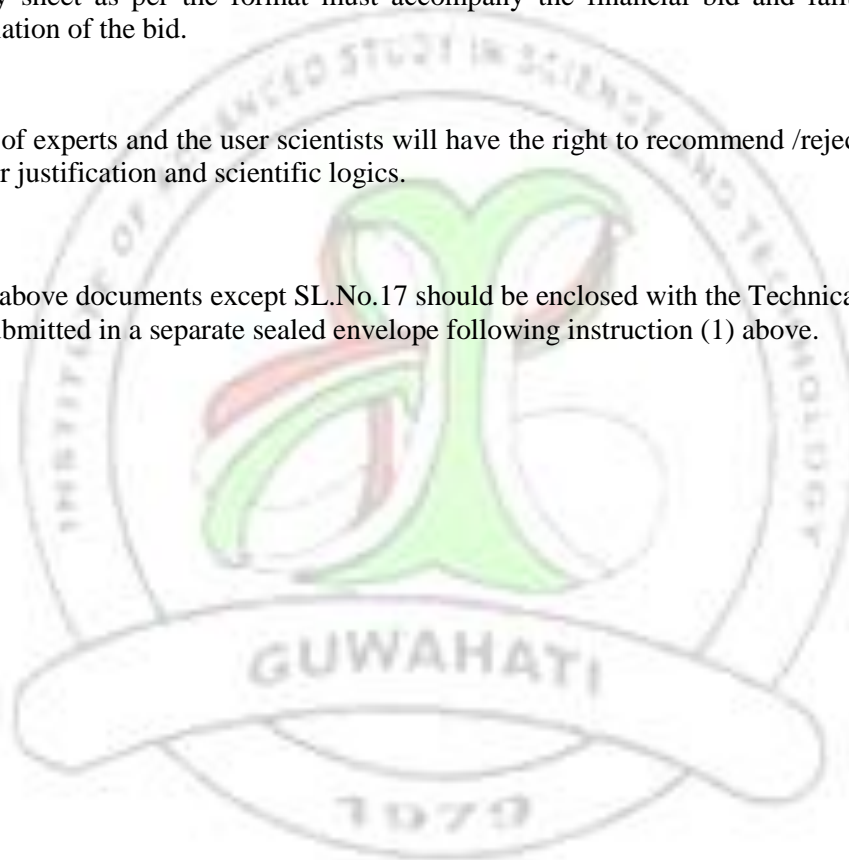
Sequence of documents to be provided / enclosed in each copy of the bid documents:

1. Each technical and price bid should contain on the top advt. no, equipment name and these documents should be put inside a single envelop which will also contain on the top advt. no, names, last date of submission of quotation and content (how many envelop) inside.
2. Forwarding letter duly signed by the Authorized person.
3. Latest Income Tax Clearance Certificates.
5. Copy of Certificate of Registration for GST/Central Sales Tax/VAT
6. Copy of PAN Card.
7. Proof of the authorized agent/distributor/supplier.
8. Sole Proprietary/sole manufacturer certificate for proprietary item.
9. Compliance sheet stating the deviation, if any, with reference to the terms and specifications of the equipment/ its accessories.
10. Certificate in support of the authorized manufacturer.
11. Sole Proprietary/sole manufacturer certificate for proprietary item.
12. List of similar works as has been done by the firm with addresses and phone numbers of customers with satisfactory completion certificate/ working certificates.

13. Name and address of registered office, Head Office and Regional Office of the company with name and phone numbers of key persons.
14. Self-declaration at Annexure –I
15. Format of Manufacturer/Supplier/Distributor information at Annexure –II.
16. Technical Specification at Annexure – III
17. Financial Bid at Annexure – IV
18. Contract Form at Annexure –V
19. Acceptance of all clauses of bids specification duly signed page wise.
20. A summary sheet as per the format must accompany the financial bid and failure to do so may result in cancellation of the bid.

The committee of experts and the user scientists will have the right to recommend /reject the work from a firm with proper justification and scientific logics.

All the above documents except SL.No.17 should be enclosed with the Technical Bid. Sl. No.17 to be submitted in a separate sealed envelope following instruction (1) above.



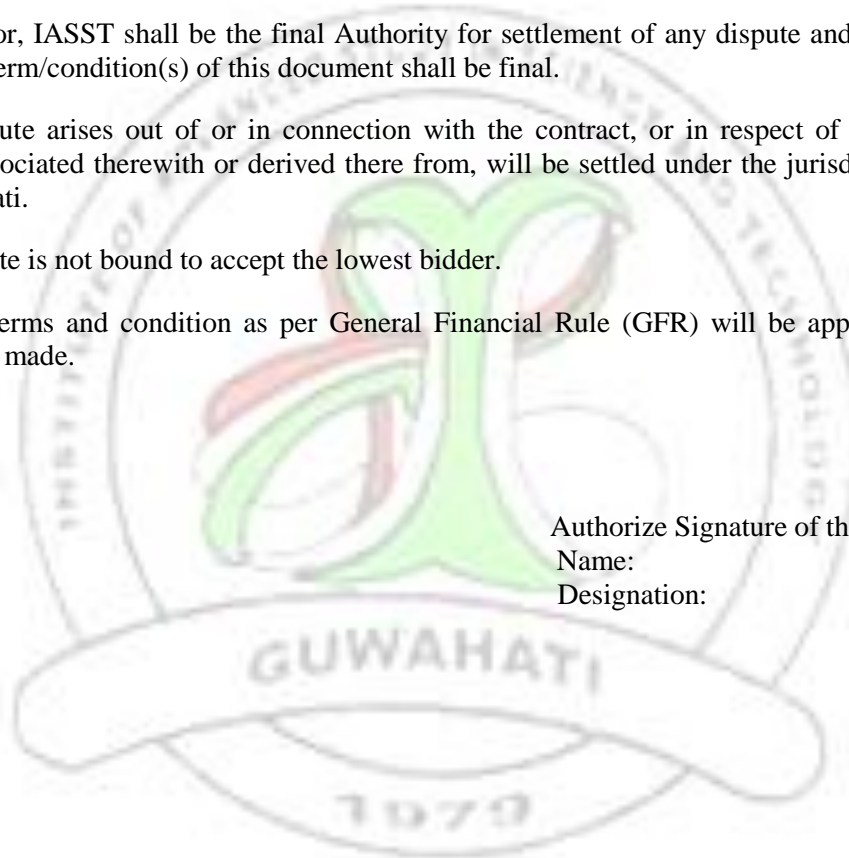
Conditions forming part of NIT

- Price of the work to be quoted as market price only.
- The two bid systems should be followed for this NIT. Under this system the bidder must submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Commercial Bid on cover page of the envelop for each item quoted. Both the sealed envelope should be placed in a third larger envelop. The main envelope which will contain both the bids should be super scribed with NIT enquiry no. and name of the work quoted for.
- The bidder shall be required to deposit 2% Earnest Money along with the Technical Bid, through Bank Draft/ Fixed Deposit Receipt/Bank Guarantee drawn in favour of 'The Director, IASST' payable at Guwahati. All quotation submitted without requisite amount of earnest money shall be rejected and their financial bid shall not be opened. The EMD will be returned to the bidders(s)/Agents whose offer is not accepted by IASST within one month from the date of placing of final order(s) to the selected bidder(s). In case of bidder(s) whose offer is accepted, the EMD will be returned on submission of Performance Bank Guarantee. The IASST shall forfeit EMD, if the successful bidder fails to furnish the required Bank Guarantee. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to bidders.
- The Technical Bids will be opened in presence of the bidders on the specified time and date. The bidder/their authorized agents who have responded to the quotation will be allowed to be present in the opening. The bidders are requested not to insert their quoted price in Technical Bid which will lead the tender for summarily rejection.
- The Technical Bids will be evaluated to shortlist the eligible bidders. The Price Bids of only the short listed bidders shall be considered for further processing. Bidders whose Technical Bid is found acceptable and meets the eligibility requirements as specified in this NIT will be informed about the date and time of the opening of Price Bid.
- Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
- The bids received after the deadline for submission of bids prescribed by the IASST will be rejected and such bids shall be marked as late and not considered for further evaluation.
- The IASST may, at its discretion, extent the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the IASST and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- The original and all copies of the bid shall be typed and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
- The bidders may submit their duly sealed Bid by post or by hand at the address specified in the NIT not later than the time and date specified therein. In the event of the specified date for the submission of

bid being declared a holiday for the IASST, the bid will be received up to the appointed time on the next working day.

- Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The IASST Authority has the right to reject any bids on technical grounds without assigning any reason thereof.
- IASST shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
- Compliance sheet should indicate in details of meeting up of specifications required. The bidder can mention the additional features that exist in quoted products, if any, separately.
- Payment shall be made after delivery, successful installation, commissioning, and on submission of installation and warranty certificate duly signed and stamped by the authorized representative of the user department. No advance payment will be made in case of manufacturing process of the work. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes (please see Financial Bid format).
- Prices quoted should be inclusive of all charges required to make the work functional to the satisfaction of the Institute, otherwise it would be presumed that the quoted prices are inclusive of all charges, if applicable.
- Delivery should be within specified days mentioned in Work Order. If the works are not completed within the stipulated time, the bidder shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof, and the amount will be deducted from the payment on account of purchase.
- The manufacturer will undertake warranty of specified works from the date of installation and shall have to mention the period of warranty in both the bids clearly.
- The quotations must be valid for a minimum period of 90 days (three months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
- The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in IASST.
- The bidder should indicate clearly in their technical bid about the pre-installation requirements.
- Installation, testing, commissioning of the works should have to be carried out by Technical experts of the manufacturer up to the satisfaction of user department of IASST.
- The equipment should be supplied with technical drawings, complete in all respects, so as to use of the works without having any problem.
- The bidder may submit the proprietary certificate for the item(s), if applicable.
- If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same bid for the same product.
- IASST reserves the right to purchase varying quantity of material, less or more.
- In the process of evaluation, comparison of bids, IASST reserves the right to reject any or all bids.

- In case replacement of a part becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the works shall be used. The supplier/vendor shall maintain details of the replacements and repairs carried out, if any, in any parts of the work in a separate document and produce the details as and when required by the user department of IASST. The cost of the parts will be borne by the supplier.
- In case of complaint regarding repairing/replacement of equipment/instrument within the warranty period, the supplier will provide repair/replacement immediately. In case of non-compliance or delayed compliance, supplier will be penalized with an amount mutually agreed upon and it would be deducted as per rules of IASST.
- The technical specification wherever given in the works' specification format is basic. All corrigenda will only be notified on the IASST website.
- The Director, IASST shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final.
- If any dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, will be settled under the jurisdiction of Court of Law of Guwahati.
- The Institute is not bound to accept the lowest bidder.
- Purchase terms and condition as per General Financial Rule (GFR) will be applicable for all the purchases to be made.



Authorize Signature of the firm

Name:

Designation:

ANNEXURE-I

Self-Declaration to be given by the bidder

NIT Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No:

Fax No:

Email:

The Registrar,
Institute of Advanced Study in Science and Technology (IASST),
Vigyan Path, PaschimBoragaon, Guwahati – 781035.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of parts at Institute of Advanced Study in Science and Technology (IASST) and accept the same.

We also hereby declare

- that we have not been blacklisted/debarred by any Government/Undertaking.
- that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
- that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorized
Signatory)

Name:

Designation:

Phone No:

Seal:

Date: -----

Place: -----

ANNEXURE – II

FORMAT FOR OTHER INFORMATION

(To be filled in by the bidder)

Cost of Bid: Rs. 1000/- -----

Cash receipt/Bank Draft No: -----

Date: -----

- Name of the firm: -----
- Address: -----
- Telephone/Mobile No: -----
- Fax Number: -----
- Email: -----
- TIN/VAT/CST No: -----
- Firm Registration No: -----
(If any)
- PAN: -----
(Attach photocopy)
 - Details of Earnest Money (Bids Security) of the estimated values of the equipment to be provided.

a) Bank Draft/Pay Order No.

b) Date.

c) For Rs.

d) Drawn On.

Place -----

(Signature of the authorized person)

Date -----

Name of the Contact person

Name of the Firm

Contact No.

Seal

Annexure – III

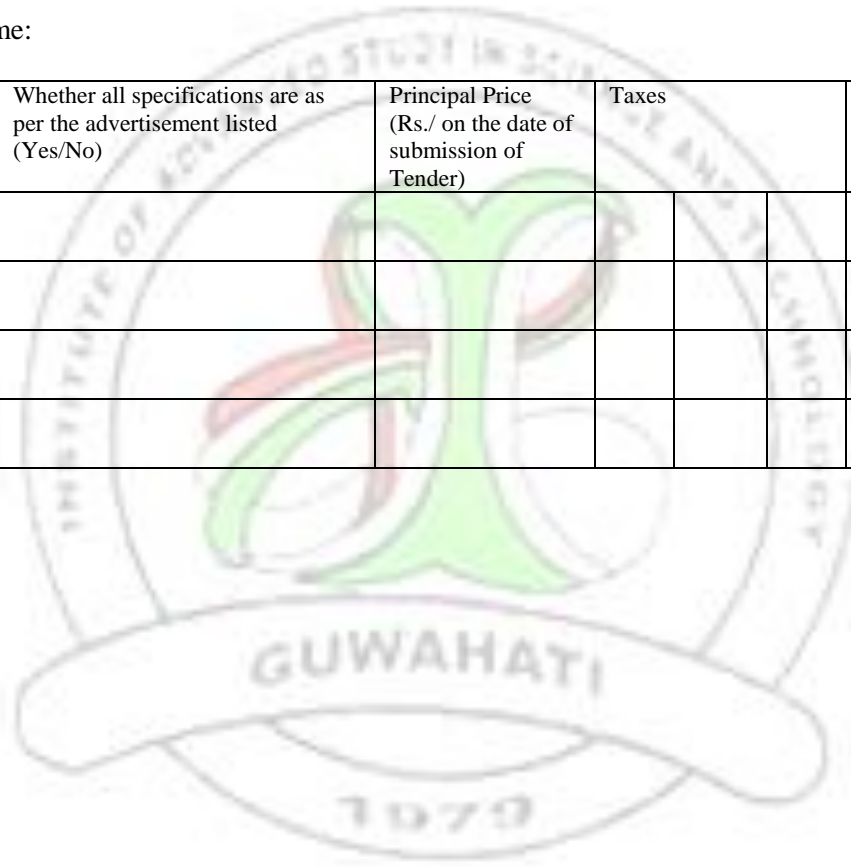
TECHNICAL SPECIFICATION

Advertisement No:

Sl. No (as per NIT):

Equipment Name:

Nature of Work	Whether all specifications are as per the advertisement listed (Yes/No)	Principal Price (Rs./ on the date of submission of Tender)	Taxes			Total (Rs./ on the date of submission of Tender))



ANNEXURE - IV

FINANCIAL BID

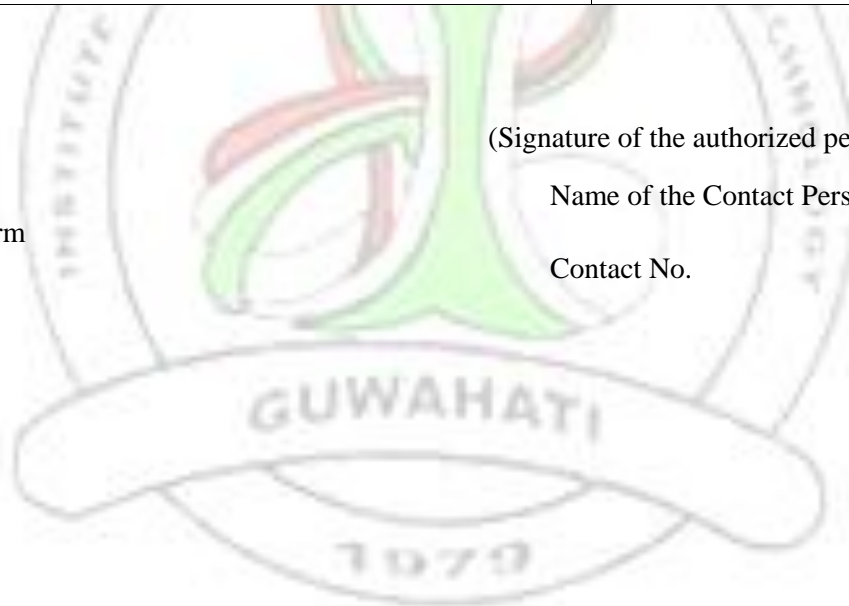
Sl. No	Works& Specifications	Amount
	Basic Cost of the Work	
	GST & other taxes	
	Excise duty, if any	
	Packaging & forwarding charges, if any	
	Octroi Duty, if applicable,	
	Training cost, if any	
	Installation and Commissioning cost, if any	
	Any other charges, if any	
	Grand Total (in figure & words)	

Name of the Firm

(Signature of the authorized person)

Name of the Contact Person

Contact No.



ANNEXURE -V

CONTRACT FORM

(To be filled by the successful bidder only)

THIS AGREEMENT is made on the ----- day of -----,20----- between the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, PaschimBoragaon, Guwahati – 781035 (hereinafter called “the Contractor”) of the one part and -----(Name of Supplier) of ----- (city and country of Supplier) (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser is desirous that certain works and after services viz, ----- (Brief Description of works and after services) and has accepted a bid by the Supplier for the supply of those equipment/instrument and after services for the sum of ----- (Contract Price in Words and Figures) (hereinafter called ‘the Contract Price’).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In consideration of the payments to be made by the IASST to the supplier as hereinafter mentioned, the Supplier hereby covenants with the IASST to provide the works and after services and to remedy defects therein in conformity with the provisions of the Contract in all respects.
3. The IASST hereby covenants to pay the Supplier in consideration of the supply of the equipment/instrument and after services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the equipment and after sales services which shall be supplied/ provided by the Supplier are as under:

SL. NO	BRIEF DESCRIPTION OF EQUIPMENT/INSTRUMENT AND AFTER SERVICES	QUANTITY TO BE SUPPLIED	UNIT PRICE	TOTAL PRICE	DELIVERY TREMS