



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
An Autonomous R & D Institute of Department of Science and Technology
Govt. of India,
Paschim Boragaon, Garchuk, Guwahati-781035

Notice Inviting Quotation (NIQ)

Advt. No: 137

Date: 08 /05/2018

Sealed quotations are invited in 2 (two) Bid (technical & price) system from the Firms having the experience of similar work in well-known Institution / Organization for designing, making and installation of the interior work of proposed museum of IASST for display of photo, specimen, articles, video clips etc. The technical bid should contain technical details and commercial terms and conditions. The Price Bid should indicate group-wise price as mentioned in the Technical Bid where applicable.

Bid fee-DD in favour of Director, IASST	Last Date and Time for submission of bids	Venue for submission & Opening of Technical Bids
Rs.1000/- (non -refundable)	Dt: 07 /06/2018 by 1:00 P.M	Office of the Registrar, IASST, Guwahati – 781035 Date: 08/06/2018 at 11:00A.M

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

The bid documents can be downloaded from IASST website: www.iasst.gov.in
Bid document fee of Rs. 1000/- shall be enclosed along with the Technical Bid.

Registrar, IASST



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT
OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)
Vigyan path, Paschim Boragaon, Garchuk,
Guwahati – 781 035, India.

NOTICE INVITING QUOTATION

Advt No.: 137

Date: 08/05/2018

Sealed quotations are invited in 2 (two) Bid from the reputed Firms/Contractors having credential of similar work in well-known Institution / Organization for “designing and making interior work of proposed museum of IASST for display photo, specimen, articles, video clips etc. at Paschim Boragaon, Guwahati – 35”. Interested party may submit quotation during office hours up to 1:00 pm on or before dt 07/06/2018 and opening of the technical bid will be at Office of the Registrar, IASST, Guwahati – 781035 on Dtd: 08/ 06/2018 at 11A.M. For detail specification visit IASST web site www.iasst.gov.in

Eligibility Criteria:

The bidders intending to bid for the work shall fulfil the following eligibility conditions:

- a) Should have experience of designing and making interior works of library, museum etc. at least 5 years in Assam.
- b) Should have experiences in turn key execution of similar three job of value Rs. 5.00 lakh, or two similar job of value Rs. 8.00 lakh or one similar project of value Rs. 10.00 lakh starting from designing to implementation. Similar job mean interior works of library, museum etc.
- c) The bidder should have local office in Assam
- d) The bid document complete in all respect should reach the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Guwahati – 781035 on or before dt: 07/06/2018 by 1:00 P.M. No bids after the last date shall be entertained.

Terms & Conditions:

1. Bidders submit the quotation in 2 (two) Envelope
Envelope – I = Technical Bid
Envelope – II = Price Bid with details BOQ and specifications.
2. Bids opening: - The technical bid opening will be done in the presence of bidders/ contractors/ suppliers who wish to witness the bid opening. Price bid opening will also be done in presence of contractors /suppliers who have qualified for price bid opening.
3. Completion: One month from the date of issue of work order.
4. Taxes if any shall be clearly mentioned, in the quotation.
5. The items to be brought to IASST if rejected by the competent authority shall be removed / replaced within 24 hours of such rejection.
6. The undersigned reserve the right to accept or reject any or all the quotations without assigning any reason thereof.

7. Bidder should mention the terms and conditions in detail and the quotation must have at least 1 month's validity.
8. Every page of the bid document should be properly signed, sealed by authorized signatory.
9. Necessary supporting document like Firm/Contractor Registration, Sales tax registration, Service tax registration, GST registration, and PAN card should be submitted along with quotation.
10. Minimum Turnover of the firm/Contractor Rs. 15.0 lakh during last 3 (three) financial year vetted by C.A

Registrar, IASST



Notice Inviting Quotation

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

1. Forwarding letter duly signed by the Authorized person.
2. Balance sheet with auditor's report for the last three financial years
3. Latest Income Tax Clearance Certificates.
4. Copy of Certificate of Registration for Central Sales Tax/VAT/GST
5. Copy of PAN Card.
6. List of similar work done by the contractors/ suppliers with documentary evidences.
7. Name and address of the firm with name and phone numbers of key persons.
8. Self-declaration at Annexure – I
9. Format of Manufacturer/Supplier/Distributor information at Annexure –II.
10. Technical Specification at Annexure – III
11. Financial Bid at Annexure – IV
12. Contract Form at Annexure –V
13. Acceptance of all clauses of bids specification duly signed page wise.

All the above documents except sl. no.11 should be enclosed with the Technical Bid. Sl. No.11 to be submitted in a separate sealed envelope.

Conditions forming part of NIQ

1. Price of the equipment / material / work to be quoted for FOR at IASST only.
2. The two bid system should be followed for this NIQ. Under this system the bidder must submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Pricel 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 NIQ enquiry no. and name of work quoted for.
3. The bidder shall be required to deposit Rs. 26,000/- **Earnest Money** of estimated value of design/ equipment / material / work to be supplied/ constructed 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)/suppliers/contractors 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 completion of work successfully. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to bidders.
4. 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 quotation for summarily rejection.
5. 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 NIQ will be informed about the date and time of the opening of Price Bid.
6. 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.
7. The IASST may, at its discretion, extend 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.
8. 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.
9. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the NIQ 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.
10. The bidder should submit soft copies of both the bids in soft copy format through CD. The format of soft copies should in M.S. Word format.

11. 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.
12. IASST shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
13. The prices quoted should be FOR, IASST destination.
14. Payment shall be made after supply/ completion of work successful and submission of bill in triplicate addressed to the Director, IASST.
15. 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).
16. The suppliers will undertake warranty of equipment/instruments from the date of installation and shall have to mention the period of warranty in both the bids clearly.
17. 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.
18. All quoted items of equipment/instruments may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
19. Installation, testing, commissioning of the equipments/ software should have to be carried out by Technical experts of the company/supplier up to the satisfaction of user department of IASST.
20. Free training shall be imparted to technical staff for operation, maintenance and troubleshooting at the user department of IASST.
21. IASST reserves the right to purchase varying quantity of material, less or more.
22. In the process of evaluation, comparison of bids, IASST reserves the right to reject any or all bids.
23. In case replacement of a part of equipment becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the equipments shall be used. The supplier/vendor shall maintain details of the replacements and repairs carried out, if any, in any equipment/instrument 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.
24. All corrigenda will only be notified on the IASST website.
25. 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.
26. 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.
27. The Institute is not bound to accept the lowest bidder.

28. 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

NIQ 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, Paschim Boragaon, 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 equipments /materials and execution of work 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)

Date: -----

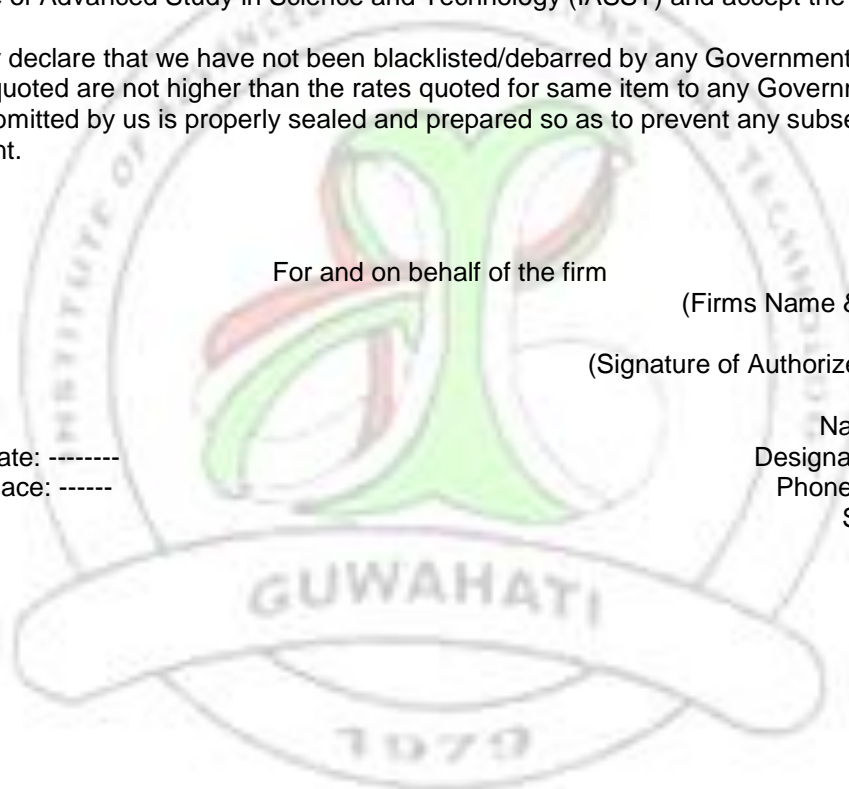
Place: -----

Name:

Designation:

Phone No:

Seal:



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/GST No: -----

Firm Registration No: -----

PAN: ----- (If any)
(Attach photocopy)

Details of Earnest Money (Bids Security) @ 2% of the estimated values of the equipment/material and execution of work to be provided.

a) Bank Draft/Pay Order No.

c) For Rs.

b) Date.

d) Drawn On.

Place -----

Date -----

(Signature of the authorized person)

Name of the Contact person

Name of the Firm

Contact No.

Seal

ANNEXURE – III

TECHNICAL SPECIFICATION OF EQUIPMENT

NIQ No. :

Sl. No.(as per NIQ) :

Name of Equipment:

Make:

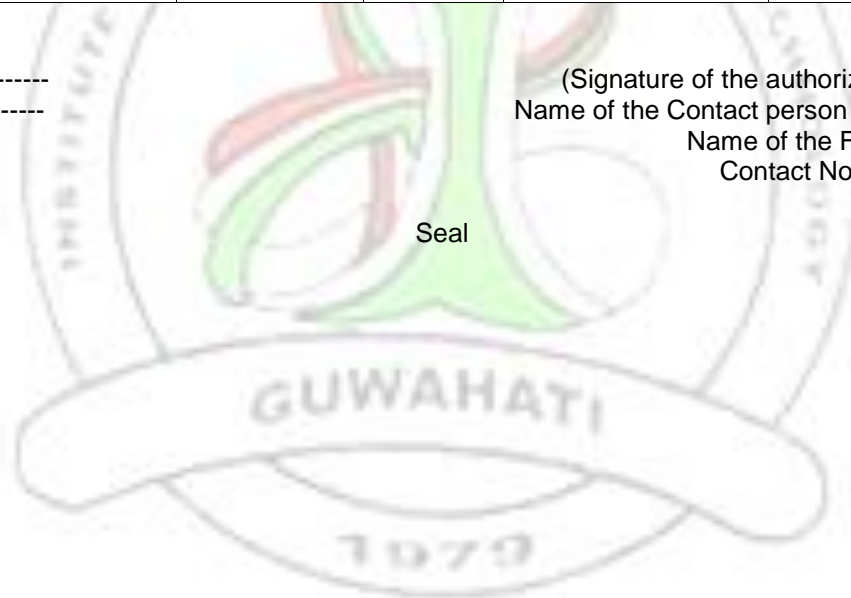
Model:

Country of origin:

S L. N O	Technical Specifications (as per. NIQ No.----- dt. -----)	Technical Specifications of the Make/Model	Complie s (Answer Yes/No)	Higher/Better (with detail quantification)	
				Higher/Better	Quantification
1.					
2.					
3.					

Place -----
Date -----

(Signature of the authorized person)
Name of the Contact person
Name of the Firm
Contact No.



ANNEXURE - IV

FINANCIAL BID

Sl.No	Equipment & specification, material and work	Amount
	Basic cost of the equipment & specification, material and execution of work	
	Taxes, if any	
	Installation and Commissioning cost, if any	
	Any other charges, if any	
	Grand Total (in figure & words)	



(Signature of the authorized person)
Name of the Contact Person
Name of the Firm
Contact No.

ANNEXURE –V

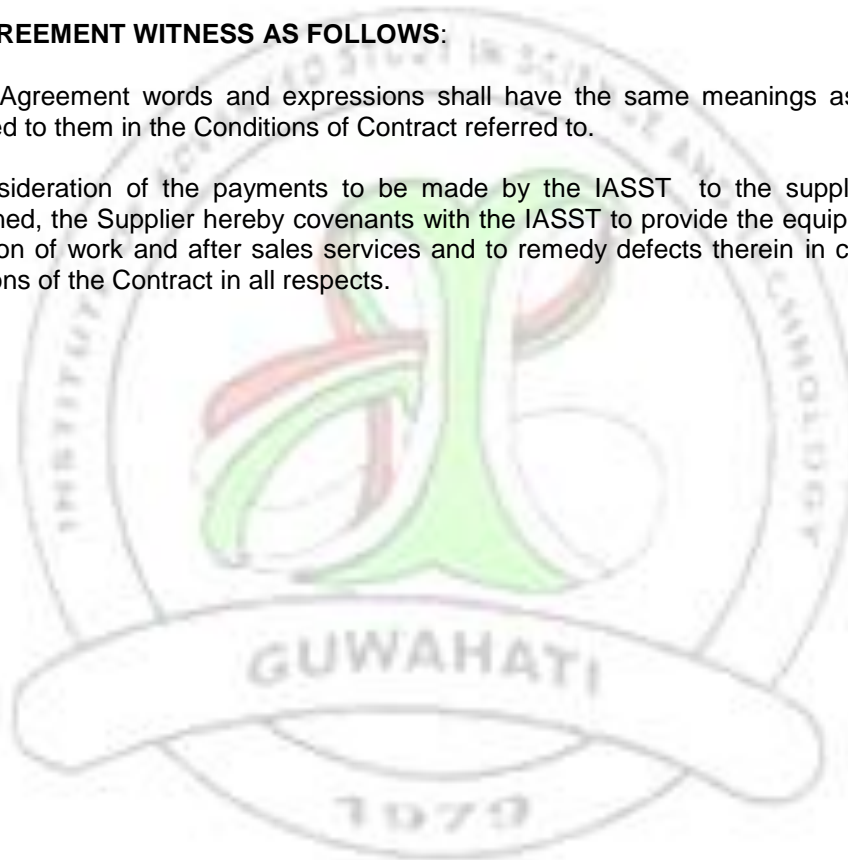
CONTRACT FORM
(To be filled by the successful bidder only)

THIS AGREEMENT is made on the ----- day of -----,20----- between the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Guwahati – 781035 (hereinafter called “the Purchaser”) 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 equipment/instrument and after sales services viz, ----- (Brief Description of equipment/instrument and after sales services) and has accepted a bid by the Supplier for the supply of those equipment/instrument and after sales services for the sum of ----- (Contract Price in Words and Figures) (hereinafter called ‘the Contract Price’).

NOW THIS AGREEMENT WITNESS 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 equipment/material and execution of work and after sales services and to remedy defects therein in conformity with the provisions of the Contract in all respects.





INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
An Autonomous Institute under Department of Science and Technology Govt. of India,
Paschim Boragaon, Garchuk, Guwahati-781035

Part-B

PRICE BID: BILL OF QUANTITY (BOQ)

Sl No.	Items and materials for display units	Qty.	Unit	Rate	Total amount
1.	Pasting of wallpaper (Decor India/ Unitex Branded .58 mm thickness) inside the museum hall (approximately 350 sqft area) for decoration.	350	Square feet		
2.	Use of decorative MDF Board "JALI" for interior decoration of the hall (approximately 120 sqft area).	120	Square feet		
3.	Vertical wall hanging LED backlit. Display of translite printing, photographs of sericulture & amphibian etc. in the acrylic glow signboard (3'x4'x4" size= 5 nos, 3'x6'x4" size= 2 nos, total 96 sqft area approximately).	96	Square feet		
4.	Cupboard in the basement cum storage box (18"B x 24"L x 36"H) and back side portion 5' height made of waterproof best quality ISI mark ply board for holding display rack of total 60 running feet approximately.	60	Square feet		
5.	Horizontal display rack for display of artifacts of sericulture items etc. in the acrylic clear sheet fitting aluminum box (20"x24"x3.5" size with lock & key= 30 nos approximately.)	30	Square feet		
6.	Pasting of decorative OPEC PVC film on the glass wall (approximately 220 sqft area.)	220	Square feet		
7.	Photographs in the size of 12" x 18" of some of the famous scientist about 10 1.5" Fiber Frame and Glass fitting.	10	Nos.		
8.	Best quality synthetic woolen type carpet (Branded) fitting on the handloom weaving section about 81 sqft areas.	81	Square feet		
9.	Glass door display box two nos in the size of 2'x4'x4' for display textile items from sericulture products (aluminum framed with cover)	02	Nos.		
10.	Interactive white board (promethean 78" size) for display archival items, short scientific documentary and research activities in the institute.	01	No.		
11.	LCD projector (short through BENQ 3000L) with VGA cable with wall fitting kit for showing archival items, short scientific documentary and research activities in the institute with wall mounting kit	01	Set		
12.	One set of Six-Seater made of water proof ISI mark block board with best quality sun mica laminated based on Teak wood framed mini-conference table (size: 6'L x 3'B x 2.5'H) and best quality Revolving/ Hydraulic chair	01	Set		

	(DICE) for casual and vital discussion and viewing research activities in the institute on some situation.				
13.	One pair of good quality working table (size: 4'L x 2'B x 2.5'H) and chair for the Guide/ Instructor.	01	Set		
14.	One set of all-in-one PC (ACER) with 20" monitor, core i3 processor, 4GB RAM, 1TB HD, original OS & keyboard, mouse with computer table & Chair and one UPS (Offline 600V) for browsing all information and data kept in the museum.	01	Set		
15.	One open display rack made of waterproof ISI mark block board with best quality sun mica laminated for display of fishing instruments size 24"Bx 36"Hx12' L about 72 cft.	72 cft	Cubic feet		
16.	One glass door rack for display of small art facts of fishing instruments etc. (12'L x 14"B x 5'H size) 72 sqft. Made of waterproof ISI mark block board with best quality sun mica laminated	72	Square feet		
17.	Framing of photograph of important events of the institute and the person felicitated by the institute every year on the occasion of institute foundation and others functions on the wall of fixed structure inside the museum hall (60 sqft)	60	Square feet		
18.	Guiding and labeling of museum items about 300 nos. (Coloured printing, laminated and sun board fitting)	300	Nos.		
19.	20 numbers of decorative LED light for focusing museum items and display rack (Havels/ Philips) 3" size including required wiring.	20	Nos.		
20.	Living and artificial flower plants with tubs for decoration about 10 pcs (minimum 2 ft. height with tub)	10	Nos.		
21.	Display 3D photograph of the campus and building of IASST on the top of the table made at staircase inside the museum. (5'Lx5'Bx3'H size) Made of waterproof ply (Branded) fitting on teak wooden structure and pasting of the photographs on four sides (best quality eco solvent printing and sun board fitting)	75	Cubic feet		
22.	Planning, drawing & designing, installation, carrying and delivery charges etc. all inclusive.				