

भारतीय प्रौद्योगिकीसंस्थानगुवाहाटी,  
गुवाहाटी-781 039

- Kuntal Bhuyan, MBA, LLB  
Joint Registrar (S&P)

**Indian Institute of Technology  
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Guwahati-781 039, Assam, India.

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Stores & Purchase  
Section

- To,

- Date : 01-09-2021

**All interested Vendors**

- Ref<sup>n</sup>: IITG/SNP/EPub/RC-Chem/2021-22

**SUBJECT: Notice inviting quotation for 'Annual Rate Contract for Supply of Chemicals, Glassware, Plastic ware, Filtration Etc.'**

Dear Sir/ Madam,

The Indian Institute of Technology Guwahati, invites quotations for '**Annual Rate Contract for Supply of Chemicals'Annual Rate Contract for Supply of Chemicals, Glassware, Plastic ware, Filtration Etc.'** as per details mentioned in the **Annexure-I**, attached herewith from reputed Manufacturers/Principals/Authorized Local Agents. The quotation is to be submitted **offline** as per 'Instruction to Bidders', 'Terms & Conditions' and Annexure-I, II, III, IV, V, VI and VII to the undersigned on or before **27-09-2021 (Monday) at 15:00 HRS.**

Kindly read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The Director IITG will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive IITG of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

Jt. Registrar (S&P)

Place: IIT Guwahati  
Date: 01-09-2021

**INSTRUCTION TO BIDDERS****01. Mode of bid:**

Tender will have to be submitted in **Single bid**.

**02. Important Date, Time and Venue:**

Sl. No.	Particulars	Date & Time
01	Date of uploading of NIQ & other documents (publishing date)	01-09-2021 at 16:30 hrs
02	Documents download/sell start date	01-09-2021 at 18:15 hrs
03	Documents download/sell end date	22-09-2021 at 12:00 hrs
04	Bid submission start date	02-09-2021 at 12:00 hrs
05	Bid submission closing	22-09-2021 at 15:00 hrs
06	Bid Opening date	24-09-2021 at 15:05 hrs
07	Venue of Technical bid opening	S&P Section, IIT Guwahati

**03. Submission of bids:** Bids are to be submitted through offline to the website <https://eprocure.gov.in/eprocure/app> in **one Cover**, before the prescribed date and time.

**03.1. Fee / Technical Cover:** The technical Cover should contain of the following documents. The seal and signature of the authorized official of firms must appear on all the papers submitted:

- i. Bid Security Declaration Form: If any bidder is exempted from submission of Bid Security Declaration Form, Relevant Document(s) needs to be submitted as mentioned in sl. no. 08 of Terms & Condition.
- ii. Compliance certificate [**Annexure –IV**]
- iii. Manufacturer's Certificate in case of manufacturer Or Manufacturer Certificate along with Authorized letter on the offered products in case of Agent or Dealer.
- iv. Standard Technical leaflet/literature on each of the items offered
- v. HSN/SAC Number, ISO/ISI Certificate
- vi. Details of nature and maximum period of warranty offered.
- vii. Bidder's detail and its Service Centre detail, and TIN number as per format at **Annexure-VII**
- viii. Character certificate (Undertaking that currently the vendor is not blacklisted by any govt. organization/institution)
- ix. GST Registration Certificate and GST Clearance certificate.
- x. PAN Detail
- xi. Registration Certificate
- xii. Banker's Detail
- xiii. List of reputed organizations/institutions, particularly to IIT/Institutes and other Government Organization where similar

**03.2. Financial Cover:** The financial Cover should contain Bill of Quantities (BOQ) **in the given format**. The bidder is to quote the rate in the space marked for quoting rate in the BOQ. Only downloaded copy with same file name of BOQ document must be submitted by the bidder after filling up.

**03.3. Address for correspondence:** The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

<p><b>QUOTATION FOR 'ANNUAL RATE CONTRACT FOR SUPPLY OF CHEMICALS, GLASSWARE, PLASTIC WARE, FILTRATION ETC.'</b></p> <p><b>NIQ Ref. No. IITG/SNP/EPub/RC-Chem/2021-22</b>  <b>LAST DATE OF SUBMISSION: 22-09-2021 (15:00 HRS)</b></p> <p style="text-align: right;">To,  The Joint Registrar  Stores &amp; Purchase Section  Indian Institute of Technology Guwahati  Guwahati 781 039, Assam, India.</p> <p>From: M/s _____  Address: _____  Phone No.: _____</p>
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**04. Evaluation of Process:**

- 04.1. The bids will be opened by the Purchase Committee members. If there is any deficiency/discrepancy in the Documents, the bidder will summarily be rejected.
- 04.2. During evaluation the Committee may summon the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

04.3. The Financial offer of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified by the Purchase Committee.

**05.Award:** The Final Award will be given to the vendor as decided by the Purchase Committee.

**06. Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.

**07. Any query related to Technical Specifications, Instruction to Bidders and Terms & Conditions must be made before 7 working days of last date of submission of bids.**

**TERMS & CONDITIONS**

**01. Rates:** i) Rates quoted should be on F.O.R. IIT Guwahati basis for indigenous items with break-ups as per BOQ. Failing to provide as per BOQ, quotation may not be accepted, ii) No price enhancement will be accepted during the period of contract, iii) IIT Guwahati shall be entitled to the benefit of any decrease in price during the currency of the Rate Contract and iv) Rate contract will remain alive for purpose of delivery for all the stores ordered during the period of the Rate Contract until deliveries have been completed.

**02. Validity of Quotation:** Rate of the catalogues must be valid for one year from the date of the award/contract.

**03. Gurantee/Warranty:** (a) The applicant shall be fully responsible in case of any discrepancy found in regards to quality / quantity / packages or any other defect found at the time of use. In all such cases vendor will provide free replacement within 15 (Fifteen) days from the date of notification by IITG.

(b) No alteration of price(s) & quantities / packing etc. to the disadvantage of IITG is allowed during the period of the contract.

(c) The applicant must ensure that no products under this Rate Contract is sold at a lesser price than the price offered to IITG by anyone including their local agent or any other party(ies).

**04. Authorized Local Agent or Vendor:**

i) As far as possible the applicant has to supply directly to IITG.

ii) In cases where direct supply of item by applicant is not feasible, the applicant may authorize its local agents / dealers / vendors to execute purchase orders and supply the products on time.

iii) In those cases the applicant is encouraged to authorize more than one upto maximum three local agent / dealer / vendor.

**05. Discount:**

i) The applicant should submit the offer of discount on current price list / Catalogue 2021-22. Although selection will be based on quality of the offered items and credentials of the principal and their authorized local agent, due weightage will be given on discounts offered.

ii) if the discount varies with the quantity, the vendor should provide complete details with the quantity and offered discount.

iii) Special Seasonal or Temporary Discount, if it is more than the Rate Contract the vendor should provide prior details to IITG with details such as period of discount, rate of discount, etc. In such cases if special discount is more beneficial IITG may accept the discount.

iv) The local agent may offer additional discount over and above the discount given by the Principal company with concern of the principal company.

**06. Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.

**07. Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.

**08. Bid Security Declaration Form:** A Bid Declaration Form as per Annexure-V duly filled up, signed and sealed to be uploaded. As per Rule 170 of General Financial Rule 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/Departments are exempted from submission of Bid Security Declaration Form.

**09. Performance Bank Guarantee (PBG) :**

The successful applicant shall furnish an unconditional Performance Bank Guarantee (PBG) as per Format at **Annexure-IV**, within 21 days of Annual Rate Contract (ARC) award by IIT Guwahati, for Rs.10,000.00 (Rupees ten thousand only), valid till 14 months from the date of the award, failing which the ARC award shall stand cancelled.

**10. Delivery:** a) **FOR Delivery:** Delivery / supply will be made on F.O.R. basis to the Department / Centre indicated in the Purchase Order. b) **Top Priority:** Delivery under this rate contract must be given top priority over any other purchase orders by the principal and its authorize dealers. c) **Time Limit:** Maximum within 15 (fifteen) days for indigenous items and 45 (forty-five) days for imported items from the date of issue of Purchase Order. d) **Delivery Time:** The goods must be delivered during working days and working hours between 9.30 am to 5.00 pm. Goods brought outside these hours may be returned back. e) **Safe Delivery responsibility of Supplier:** All aspects of safe delivery shall be the exclusive

responsibility of the vendor / supplier. Freight and insurance charges, if any, will be borne by the supplier. Similarly, shortage, damage, pilferage, etc. if any during transit will be made good by the supplier. The intact condition of the package and the seal / indicators for not being tampered with, as applicable, shall form the basis for certifying the receipt in good condition. Hence, vendor(s) must in their own interest make sure consignments are securely and properly packed and every precaution is taken to avoid loss or damage during transit. f) **Insurance:** The supplier, in their own interest, is to establish 'All Risk Transit Insurance' coverage till door delivery at IIT Guwahati. g) **No part delivery:** Part delivery will not be allowed. e) **Penalty Delay Delivery:** The date of delivery should be strictly adhered to otherwise the Director, IITG reserves the right not to accept delivery in part or full.

11. **Supply of latest product:** Supply must be made from the latest batch of production with the maximum life period & original packing.
12. **Selection as per laid down conditions:** Mere submission of application does not imply acceptance of the same at this end and the applicant will be enlisted only after meeting the laid down qualifying parameters and the decision of IITG will be final in the matter.
13. **No quantum business is assured:** Enlistment under Rate Contract with IITG does not ensure business of any quantum, whatsoever. The applicant and its authorized vendor should be willing to promptly supply even very low quantities of items under ARC on the ARC prices & terms to IITG. Refusal to do so will be viewed as default under the ARC.
14. **RC offer only for items applied:** The offer will ONLY be considered for the products of the Product Category for which the applicant has applied. Other product category items even if it is provided in the catalogue will NOT be included in the ambit of ARC.
15. **RC Rate applicable for all purchases:** The rate and terms of this Rate Contract once approved is also applicable to purchases made on 'Cash Purchase Basis' by students/Faculties in IITG. Therefore applicant(s) or their Agent(s) will not be allowed to charge higher prices than those approved under the Rate Contract for such supplies.
16. **Maintenance of Sufficient Stock:** Applicants shall ensure that their authorized vendors maintain sufficient stocks and shall make deliveries against Purchase Orders from such stocks as and when required. As the Rate Contract has been agreed upon with a clear understanding that materials in the Catalogue (original applications) are available with the applicant and with its vendor, no representation on non availability of material ordered should be made by the applicant or its vendor.
17. In case of emergency or inability of the RC supplier, IITG reserves the right to purchase the same item through ad hoc contract from a new supplier.
18. **Automatic cancellation of PO:** The PO shall be deemed automatically cancelled in case a supplier / vendor failed to execute the PO within the stipulated time without prior approval from IITG.
19. **Applicant/Vendor to ensure correctness of PO:** The applicant and its vendor on receipt of the Purchase Order shall check it for correctness as per the terms & conditions of the RC and immediately write to the JR (S&P) for correction / amendment if any. The firm must pay particular attention to the correctness of item nomenclature, catalogue number, unit price, packing quantity etc. in order to avoid any dispute at a later stage.
20. **Printed terms and conditions of the applicant:** Printed terms and conditions of the applicant on their Application Form / literature / letter etc. if any, will not be binding on us. The offer can even be rejected in the event of such terms and conditions being not in conformity with the one specified by IIT Guwahati.
21. **Blacklisted vendors:** Applicants or authorized vendors who are blacklisted by any Government Institute or Organisation will not be accepted. If a firm is blacklisted by any other reputed government institution, then the firm must declare so by giving reasons for the blacklisting by that institute/organization. The decision of IITG in regards to accepting or rejecting such application(s) if any will be final. Suppression of any information in this matter will invite cancellation of the ARC with forfeiture of PBG as the case may be.
22. **Imported items:** Following Documents / Conditions Imported items on INR are must:
  - (a) Prices list must indicate rates in foreign currency as well as in INR prices.
  - (b) Copy of Custom Bonded Warehouse License / certificate.
  - (c) Authorization from the Foreign Principal (in case of Agents).
23. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be uploaded with the offer.
24. **Conditional tenders not acceptable:**

All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.

**25. GST Inward Permit & Entry Tax:**

- (a) GST Inward Permit: GST Inward Permits (Way bills) shall be issued as applicable for delivery of materials against receipt of Final Invoice/ Bill.
- (b) Entry Tax: Assam Govt. Entry Tax [to be paid by IIT Guwahati, not by the vendor], wherever applicable, will be added while evaluating cost status of the concerned equipment to be supplied by vendors from outside the State of Assam.

**26. GST:**

- (a) Up-to-date Sales Tax clearance certificate, GST Registration Certificate indicating also the GSTIN number of the firm must be clearly mentioned in the quotation, Certificates must be uploaded.
- (b) GST Deduction at source as per Order/notification of the Govt. of India will be applicable.
- (c) GST No of IIT Guwahati is 18AAAJI0130P1Z8
- (d) HSN/SAC No of the items must be clearly mentioned in the quotation along with GST No.

**27. Late and delayed tender:** Late and delayed tender will not be considered.

**28. Payment:**

- (a) In case of indigenous and Customs Bounded Warehouse items payment will be made within 30 days of acceptance of the goods by the end-users/indenters.
- (b) No payment will be made for unsatisfactory supply.
- (c) No advance payment shall be allowed under this Rate Contract.

**29. PENALTY for delayed DELIVERY:**

The date of delivery should be strictly adhered to. In the event of delayed delivery, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered consumables subject to a maximum of 10% (ten percent) as detailed below:

- @1% up to one week;
- @2.5% up to two weeks;
- @5% up to three weeks;
- @10% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Director, IIT Guwahati reserves the right not to accept the subject consignment.

**30. Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

**31. Acceptance of quotations:** The acceptance of the quotation will rest solely with the Director, IITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

**32. Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- I) any law, statute or ordinance, order action or regulations of the Government of India,
- II) Any kind of natural disaster, and
- III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**33. Termination for default:** Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) 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 IIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances IIT may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, IIT may at its discretion also take the following actions: IIT may procure, upon such terms

and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIT for any extra expenditure involved towards goods and services obtained. Besides, the Director, IITG, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

**34. Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director IIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

35. To qualify a quoted equipment technically, a vendor should demonstrate the accurate functioning of the quoted equipment with all accessories mentioned in specifications in the tender. The demonstration will be conducted at IIT Guwahati on a specific date decided by the IIT Guwahati during day light hours only. Not appearing for demonstration on the specified date automatically disqualifies a vendor. The cost of the demonstration will completely be borne by the vendor and IIT Guwahati will not pay or support the vendor for the demonstration or related activities.

**Enclosed:** ANNEXURES I, II, III, IV, V, VI and VII

**(Mr.Kuntil Bhuyan)**  
**Joint Registrar (S&P)**

**ANNEXURE - I****PRODUCT CATEGORY**

ARC Tender Ref. No.: IITG/SNP/EPub/RC-Chem/2021-22, dated 01-09-2021

<b>Category No.</b>	<b>PRODUCT CATEGORY</b>
1	<b>CHEMICALS</b> General Laboratory Chemicals, Fine Chemicals, Solvents, Bio-chemicals, Reagents, Foreign Chemicals (Custom Bonded Ware House / Imported - Rupee Prices), etc.
2	<b>GLASSWARE / PROCELAIN</b> Laboratory Glassware (both pre-fabricated and custom made)
3	<b><i>PLASTICWARE / POLYPROPYLENE</i></b> All type of Laboratory Plastic wares or polypropylene wares.
4	<b>FILTRATION PRODUCTS</b> Filter Paper, Filter Membrane, etc.
5	<b><i>MIXED CATALOGUE</i></b> Combination of two or more Product Categories such as Chemicals + Glassware or Chemicals + Plasticware + Glassware + Filtration or any other combination of Product Category from Sl. No. 1 to 4.
6	<b>CUSTOM SERVICES</b> Sequencing Services such as DNA, Protein, etc., Synthesis such as Oligo, Chemicals, etc., and antibody preparation
7	<b>MISCELLANEOUS LABWARES</b> TLC Plates, Glass spreaders, Surgical gloves, Clamps (metal and plastic), Tweezers, forceps, needles, Cotton Rolls, Aluminium Foils, Disposable Syringe, PVC Tapes, Adhesive Tapes, Tissue Paper Rolls, Glassware washing powder/liquid, Lab Coats, Face Masks, etc.
8	<b>CLINICAL LABORATORY REAGENTS AND KITS FOR IITG HOSPITAL [As per Annexure II]</b> Chemical and biochemical reagents, immunoassay, deionized water, kits and other consumables (as at Annexure-II) required in clinical laboratory for various diagnostics and pathological tests at IITG Hospital.  Quotation for this Category must be submitted in Annexure-II only.
9	<b>ACCESSORIES FOR GAS CYLINDERS AND VACUUM SYSTEMS</b> Regulators for different Gas Cylinders, Fittings, Pipes, Clamps, Valves, etc. for Gas Connection and vacuum accessories.



**ANNEXURE – II**  
**FINANCIAL BID FOR**  
**MEDICAL LABORATORY REAGENTS AND KITS**

Quotation for Biochemical Reagents, kits and other consumables [Product Category No. 8 of ANNEXURE-I vide ARC Tender Ref. No.: IITG/SNP/EPub/RC-Chem/2021-22, dated 01-09-2021 required in Laboratory for various diagnostics and pathological tests at IITG Hospital shall be submitted in this format only.

Quotation No.: \_\_\_\_\_, Date: \_\_\_\_\_

Sl. No	Description	Quantity	Basic Rate (₹)	GST		Total (₹)
				in %	in `	
<b>A.</b>	<b>Consumables required for Biochemistry analyser ; Make-Eletech group, Model-Selectra pro S</b>					
1	System solution					
2	N/10 HCL					
3	Biochemistry assay control					
4	Biochemistry calibrator					
<b>B.</b>	<b>Consumables required for Electrolyte analyser ; Make –Genius, Model-GE-300</b>					
1	Electrolyte Reagent					
2	Quality control					
3	DS-Ref-Filling solution (used for electrode)					
4	DS-ISE-Filling solution (Used for ISE (NA, K, Calcium, chloride, PH, Lithium))					
5	Cleaning solution					
6	Deprotein solution					
<b>C.</b>	<b>Consumables required for Cell counter ; Make-Merck, Model-Medonic M-20</b>					
1	Diluent					
2	Lyse					
3	Control for haematology (cell counter) parameter					
<b>D.</b>	<b>Few other consumables</b>					
1	Tips (200micro liter to 1000 microlitre)					
2	Urine collection pot					
3	Aliquot vial					
4	Immunoassay control					
5	HbA1c control					
6	Deionised water (size 5litre to 10 litre)					
7	Glass slide					
8	Micro slide (cover slip)					
9	Vacuum tube with needle					
10	Cedar wood oil					
11	Thermal paper (for Mini Vidas & Electrolyte analyser )					
12	Variable/Fixed Micropipette					
<b>E.</b>	<b>Glucometer strip for On call Plus glucometer</b>					
1	Glucometer strip					
<b>F.</b>	<b>Quality Control</b>					
1	For Clinical Chemistry					
2	For Diabetics Profile					
3	For Clinical Pathology					
<b>G</b>	<b>Kits for immunoassay analyser (Make: Biomerieux; Model:Mini Vidas) to be submitted in Price List</b>					

<b>H</b>	<b>All clinical chemistry reagents and kits for fully automated chemistry analyser, Make:- Eletech, Model:- Selectra Pros S</b>					
<b>I</b>	<b>LIST OF MINOR OT ITEMS/ DENTAL CONSUMABLES ETC.</b>					
1	Sterilizer coil ( for all size )					
2	Loose Glove ( for all size )					
3	Digital Thermometer ( make & model to be mentioned )					
4	Hand sanitizer ( with 70% Alcohol)					
5	Stethoscope ( make & model to be mentioned )					
6	Surgical Mask (3ply)					
7	N95 Mask ( model to be approved by AIIIMS/ICMR)					
8	Scissor ( for all size )					
9	Flow meter with humidifier bottle					
10	Kidney Tray ( for all size )					
11	ECG paper ( for 6 lead)					
12	Stitch cutting scissor ( for all size )					
13	Stich removing scissor ( for all size )					
14	Plain dressing forceps ( for all size )					
15	Toothed Artery forceps ( for all size )					
16	Artery Forceps ( for all size )					
17	Needle holder ( for all size )					
18	Dressing Tray ( for all size )					
19	Face shield					
20	Disposable cap					
21	BP cuff					
22	Surgical Tray ( for all size )					
23	Bowl ( for all size )					
24	Artery Forceps (( for all size )					
25	Dissecting Forceps ( for all size )					
26	Tissue Forceps ( for all size )					
27	Mosquito Artery Forceps ( for all size )					
28	Scissor – Plain/Curved/ Stich Removing( for all size )					
29	Kocher's Forceps ( for all size )					
30	Plain serrated thumb forceps ( for all size )					
31	Dressing Drum					
32	Sterilizer ( for all size )					
33	Vaginal speculum ( for all size )					
34	Cusco Vaginal speculum ( for all size )					
35	Sponge Holder					
36	Lifting Forceps ( for all size )					
37	Tongue Depressor ( for all size )					
38	Nitrile Glove ( for all size )					
39	Blood Lancet					
40	Rectified spirit					
41	Disposable syringe(5ml/10ml/2ml )					
42	Toothed Forceps syringe ( for all size )					
<b>J</b>	<b>DENTAL CONSUMABLES</b>					
1	Glass ionomer cement					
2	Light cured composite filling material					
3	Zinc oxide filling powder					
4	Eugenol					

5	Intra canal sealer (resin based)					
6	Gutta pcha points (assorted)					
7	Hand Endodontic files (NITI and Protaper)					
8	Sodium hypochlorite for intra canal irrigation					
9	Airotor Handpiece cartridges					
10	Dental floss					
11	Light cured composite bonding					
12	Lignocaine, local anaesthetic (with and without adrenaline)					
13	Rotary endodontic files					
14	Intra canal chelating agent					
15	Composite bonding micro applicator tips					
16	Straight handpiece for micro motor					
17	Contra angled handpiece for micro motor					
18	Straight handpiece burs: diamond, tungsten-carbide and stone (assorted)					
19	Contra angled handpiece burs (assorted)					
20	Tropical Anaesthetic Spray					
21	Surgical suture					
22	Aerator Burf					
23	Sodium Hypochlorite					

**NB:** Clarification(s) on Annexure - II, if required, can be obtained from +91-361 258 2096.

Date:

Signature:

Name in Capital Letters:

Place:

Firm Name :

Seal:

## ANNEXURE – III

**APPLICATION FORM**  
**FOR ENTERING INTO ANNUAL RATE CONTRACT FOR CHEMICALS ETC. WITH IITG**  
**2021-22**

Applicant's Reference No.: \_\_\_\_\_, Date: \_\_\_\_\_

Sl.No	Particular		Applicant's response
1	<u>Details of the Applicant</u>	Applicant: Name & Designation: Firm Name: Full Postal Address:  Contact Nos.: e-mails:	Manufacturer / Principal / Authorized Local Agent  M/s
2	Product Category applied for [as per Annexure-I] Combination of Categories for Mixed Catalogue [for Sl.No.1, 2, 3 & 4 of Annexure-I] only		Sl. No.: _____ Product Cat.: _____  Chemicals / Glassware / Plasticware / Filtration
3	Discount Rate on Price Catalogue		_____ %
4	Enclosed Price Catalogue 2021-22 [ 1 Book and 1 Pendrive containing 1 editable soft copy (in excel / word file) and one pdf copy ]		( Yes / No )
5	Rates are valid for the period from date of award		( Yes / No )
6	Enclosed Manufacturing certificate		( Yes / No / Not Applicable )
7	Enclosed copy of Custom Bonded Warehouse License / certificate (as applicable).		( Yes / No / NA )
8	Enclosed copy of GST Registration Certificate		( Yes / No )
9	Enclosed copy for proof of Tax clearance		( Yes / No )
10	Enclosed copy of Income Tax PAN No.		( Yes / No )
11	Details of Manufacturer / Principal / Authorized Local Agent(s)	<i>i</i> Name & Designation: Firm Name: Full Postal Address:  Contact Nos.: e-mails:	M/s
		<i>ii</i> Name & Designation: Firm Name: Full Postal Address:  Contact Nos.: e-mails:	M/s
		<i>iii</i> Name & Designation: Firm Name: Full Postal Address:  Contact Nos.: e-mails:	M/s

Notes: Where '/' is used Strike out whichever is not applicable.

I hereby certify that I have carefully read and understood all the terms and conditions of Rate Contract NIQ No. IITG/SNP/EPub/RC-Chem/2021-22, dated 01-09-2021, and agree to abide by the said terms and conditions. Accordingly, this duly filled, sealed and signed application form hereby submitted/uploaded for kind information and consideration.

Date:  
Place:Signature:  
Name in Capital Letters:  
Official Seal:

Your Ref. No:

**ANNEXURE –IV****COMPLIANCE CERTIFICATE****NIQ Ref: IITG/SNP/EPub/RC-Chem/2021-22**

Certify that we have carefully examined the NIQ terms and fully understood its implications and do hereby agree to comply with all the terms, and hereby submit this compliance certificate.

<b>Sl. No.</b>	<b>General Terms and Conditions</b>	<b>Yes / No</b>
01	Details of the technical features of the offered equipment vis-à-vis NIQ specification	
02	Rates quoted as per instruction	
03	Standard Technical literature on each of the items offered	
04	Warranty period agreed	
05	AMC rates provided as instructed	
06	Validity period of quoted rate agreed	
07	Bid Security Declaration Form submitted (as applicable)	
08	PBG term agreed	
09	Delivery terms agreed	
10	Certificate of Up-to-date Sales Tax clearance, GST Registration Certificate provided	
11	Payment term agreed	
12	Penalty clause for delay agreed	
13	Literature- Printed Literature with highlight and tag on the quoted item provided	
14	Manufacturer/Authorization certificate submitted	
15	Quality certificate as claimed submitted	
16	After Sales Service term agreed and detail address & contact provided	
17	Not blacklisted by any Govt. Organizations/Institutions	
18	Submission of OEM-BOM	

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

**Annexure -V**

**PERFORMANCE BANK GUARANTEE**

To:

The Registrar,  
Indian Institute of Technology,  
Guwahati- 781 039

**WHEREAS** ..... (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No: ....., dated: ..... 20... to supply ..... (Description of Goods and Services) hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of ..... 20.....

Signature and Seal of Guarantors

.....  
.....  
.....  
Date.....20....  
Address:.....  
.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Deputy Registrar  
Stores and Purchase Section,  
Indian Institute of Technology,  
Guwahati- 781 039, Assam.

Your Ref. No:

**ANNEXURE-VI**

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**Bid Security Declaration Form**

To  
The Joint Registrar  
Stores and Purchase Section  
IIT Guwahati

I/We/ M/s .....(name) submitted the bid against the  
respective NIQ No. .... And tender ID  
No.....) towards Supply and installation of  
.....(Item's Name), declare that, if we withdraw or modify our bids either  
during the period of validity of bid or fail to execute the contract on award of the contract, we understand and  
agree that, our firm will be debarred for the period of one year for further bidding of any tender of your Institute.  
Further, we agree that, your Institute is at liberty to intimate this debarment to all departments/organization of  
government and governmental organizations.

Yours faithfully,

(Signature of the Bidder)

Name and designation of the officer  
Seal, name & address of the Bank and address of  
the Branch

Your Ref. No:

**ANNEXURE-VII**  
**BIDDERS DETAIL**

NIQ ref: IITG/SNP/EPub/RC-Chem/2021-22

Sl. No.	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
01	Registered office Name & Address Details of contact person Name designation Telephone number e-mail	
02	Name & Address of service centre in Guwahati city Contact person/s Name designation Telephone number e-mail Details with contact no. of staff who will be involved in this project.	
03	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
04	Is the company/firm registered for GST? If yes, submit valid registration certificate.	
05	List the major clients with whom your organization has been associated and submit documentary proof/PO.	

Note: Document/s if attached to the NIQ compliance Certificate the same may be referred to in the remark column above

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

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