

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

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

Phone Nos. : +91-361-258 2153  
+91-361-258 2973  
+91-361-258 2154  
Fax : +91-361-258 2152  
Email: kuntal@iitg.ac.in  
bhaibya@iitg.ac.in



**Stores & Purchase  
Section**

- To,

- Date : 29<sup>th</sup> December 2020

**All interested Vendors**

- Ref<sup>m</sup>: IITG/SNP/E-Pub/CE-471/2020-21

**SUBJECT: Notice inviting quotation for supply and installation of Digital Analytical Balance etc at IIT Guwahati.**

Dear Sir/ Madam,

The Director, Indian Institute of Technology Guwahati, invites quotations for supply and installation of Digital Analytical Balance etc at IIT Guwahati as per details mentioned in the **CHECK LIST** below. The quotation is to be submitted in sealed envelopes (**offline**) as per 'Instruction to Bidders', 'Terms & Conditions' and Annexure-I, II, III, IV and V to the undersigned on or before **18-01-2021 (Monday) at 15:00 HRS.**

**CHECK – LIST**

S. No.	Department/ Section	Item's Name	NIQ Ref. No.	Bid Type	Annexure No.
01	Department of Civil Engineering	Digital Analytical Balance etc	IITG/SNP/E-Pub/CE-471/2020- 21	Single	Annexure – I

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.

In case of doubt please contact us at 0361 258-2973/2154

**INSTRUCTION TO BIDDERS****1) Important Date and Time:**

- (i) Last date & time of receipt of Tender : **18-01-2021 (15 HRS)**  
(ii) Date & Time of opening of Tender : **19-01-2021 (15 HRS)**  
(iii) Venue of Bid opening : **Department of Civil Engineering**

**2) Mode of Bid: Single Bid****In Single Bid, the vendor must provide the followings:**

- i. Compliance certificate [Annexure –III]
- ii. Manufacturer's Certificate in case of manufacturer Or Manufacturer Certificate along with Authorized Dealership Certificate on the offered products in case of Agent or Dealer.
- iii. Details of the technical features of the offered item in the format at Annexure-II(A)
- 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 **GST Registration** number as per format at Annexure-IV
- 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 orders have been executed, if any (copy (s) of the Purchase Orders and Installation certificates will have to be submitted).
- xiv. Price or rate must be quoted as per Financial bid format [Annexure –II(B)]

**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 SUPPLY OF .....(item name )</b>  <b>NIQ Ref. No. ....</b>  <b>LAST DATE OF SUBMISSION: 18-01-2021 (15 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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**4) Process of Evaluation:**

- 4.1. Opening of Technical Cover: Technical Documents will be opened by the Purchase Committee members.
- 4.2. Cover for Fee/Technical Documents will be opened. If there is any deficiency/discrepancy in the Documents, the bidder will summarily be rejected.
- 4.3. 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.
- 4.4. 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.

**5) Award:** The Final Award will be given to the vendor, selected by the Purchase Committee on the lowest quote basis.

**6) Bid not transferable:** The bid documents are not transferable.

**7) The seal and signature** of the authorized official of firms must appear on all the papers and envelopes

**8) Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

**9) 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.

**10) Any query related to technical specifications and terms and conditions must be made before 7 working days of last date of submission of bids.**

## **TERMS & CONDITIONS**

**01. Rates:** Rates quoted should be on **F.O.R. IIT Guwahati** basis for indigenous items and on **DOOR DELIVERY PAID** basis for imported items, with break-ups as per BOQ. Failing to provide as per BOQ, quotation may not be accepted.

**02. Validity of Quotation:** Quoted rates must be valid for **120 days** from the last date of submission of quotation.

**03. Warranty:** The quoted item, in case of equipment and components, must be warranted for a minimum of one year or as mentioned in the Technical Specifications.

**04. 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.

**05. After Sales Service:** In case of imported goods, bidders should clearly state the detail address, contact number and email ids of 'after sales service centre' in Guwahati, India in Bidder's Details under Statutory Cover as at Annexure-III without which their offers shall be liable for rejection. Service against any complaint must be provided within 12 hours

**06. Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must be uploaded valid dealership certificate.

**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. Performance Bank Guarantee**

If PO value is above Rs.5 Lakhs, the successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Bank Guarantee from a scheduled Bank of India, for 10% of the Purchase Order value, within 21 days of placement of order. The format for PBG, unless otherwise approved by the competent authority, shall be as per the format enclosed at **ANNEXURE-IV**. In case of foreign purchase, the local Agent shall submit the PBG. Where the PBG is to be necessarily given by a foreign bank it shall be endorsed by its counterpart in India. Validity of the PBG, which shall be effective from the date mentioned therein, shall be **warranty period + 2 months**.

In exceptional case or on the request of the Indenting Officer competent authority may allow starting of PBG Period from the date of installation, in which case submission of PBG valid for **warranty period + 2 months** may be made within 21 days from the date of installation.

#### **(i) By submitting the PBG, the vendor is understood to have guaranteed that,**

- (a) The Purchase Order (PO) shall be executed as per terms and conditions mentioned therein.
- (b) The equipment shall function satisfactorily for a period up to 60 days after the warranty period.
- (c) The equipment and components are free from poor workmanship, bad quality, and faulty designs.
- (d) The vendor shall at his/their own cost rectify/replace the defects, if any, during the guarantee period.
- (e) The guarantee is to the extent of 10% of the order value.

**(ii) Condition for invoking PBG:** In case of failure to comply with the guarantees above, IITG may terminate the contract / purchase order in whole or in part and forfeit the PBG. In addition, IITG may, at its discretion, procure upon such terms and in such manner as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier/vendor shall be liable to compensate IITG for any extra expenditure involved."

### **09. Delivery:**

**a) Time Limit:** Maximum within 45 days from the date of issue of purchase order in case of indigenous items and 90 days for imported items.

**b) Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.

**c) Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IIT **Guwahati**.

**d) Part Delivery:** Part delivery is not 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 and reserve the right to impose appropriate penalty.

**10. 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.

#### 11. 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 submitted.
- (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.

#### 12. Payment to Local supplier:

(i) 100% Payment within 45 days from the date of successful delivery, installation and commissioning/ acceptance of goods at IIT Guwahati, generally through RTGS / NEFT  
OR

(ii) 90% Payment against delivery and 10% payment after successful installation and/ or commissioning of the ordered goods at site.

**Please note as per Institute's norm advance payment is not allowed for indigenous purchase.**

#### 13. PENALTY FOR DELAYED DELIVERY:

The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment 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.

**14. 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.

**15. 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.

#### 16. 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.

**17. 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.

#### 18. 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. The decision of Director IIT Guwahati shall be final and binding on both the parties

**19. ADDITIONAL TERMS FOR IMPORTED GOODS**

Following terms besides the aforementioned terms (1 to 21 except 15) will be applicable in case of foreign supply:

**a) Rates:** Rates quoted should be on **DELIVERED DUTY PAID (DDP)** basis, with break-ups as per details given in the **BOQ**. Failing to provide as per BOQ, quotation may not be accepted.

**b) Exchange rate:** Rate of foreign exchange shall be the rate prevailing on the date of quotation opening.

**c) Delivery:** : Maximum within 90 days from the date of issue of purchase order.

(i) Door Delivery at IIT Guwahati.

(ii) While transshipment will be allowed, part shipment will not be allowed.

**d) Payment:**

(i) **Above INR 5 Lacs by Letter of Credit (LOC):** By an irrevocable letter of Credit at DDP IITG value negotiable through any overseas branch of ICICI Bank with unrestricted provision. 90% of payment will be released on receipt of the shipping document and balance 10% after receipt of consignment. LOC will be established on receipt of Order acknowledgment and Performance Bank Guarantee (PBG)

(ii) **Below INR 5 Lacs by Foreign Demand Draft (FDD)/Wire Transfer as given below:** 100% payment will be released against receipt of Order Acknowledgment and Proforma Invoice

**e) Agency Commission:** The percentage of ex-works value to be paid to Indian agent in equivalent Indian currency as agency commission as applicable will have to be clearly stated in the quotation.

**f) Country of Origin:** While Country of Origin will have to be stated in the Original Invoice for payment through LoC.

**g) LoC Amendment:** LoC/FDD amendment charges due to mistake on the part of the supplier, if any, will have to be borne by the supplier.

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

**(Kuntal Bhuyan)**  
**Joint Registrar (S&P)**

**ANNEXURE –I**  
**Technical Specification**

**NIQ ref: IITG/SNP/E-Pub/CE-471(1990)/2020-21**

**Item's Name: Digital Analytical Balance etc**

Sl. No.	Item Description	Qty.
<b>01</b>	<p><b>Digital Analytical Balance</b>  Readability: 0.1 mg  Weighing Range: 220 gm  Tarring Range: 0 – 220 gm  Repeatability: 0.1 mg  Linearity: 0.2 mg  Calibration: Automatic Motorized Internal  Units of measure: Gm, mg, Ct, GN, mo, oz, dwt  Sensitivity drift: 2 ppm  Compliances: ISO GLP, GMP, USP  Response Time: 2-3 sec  Pan Size: 90 mm  Power: 230 V, 50 Hz  Operating temperature range: 5°C – 40°C  Net Weight: 9.3 kg</p>	<b>01 no.</b>
<b>02</b>	<p><b>Dual Channel Peristaltic Pump</b>  Flow Range: 2ml/hr/ch to 2000ml/hr/ch  No. of steps: 1400  No. of channels: 2  No. of Rollers: 6  Tube size: ID: 2mm to 5 mm WT: 105 mm</p> <ul style="list-style-type: none"> <li>• With timer and LED Display for flow rate of function and time</li> <li>• Auto-stop with audible alarm</li> <li>• Battery back-up stores memory in case of power failure</li> <li>• Accuracy: ±2%</li> </ul>	<b>01 no.</b>
<b>03</b>	<p><b>Temperature Controlled Shaking Incubator</b>  Microprocessor Digital PID Control  Orbital Rate from 0 to 300 rpm  Shaking Mechanism: Electronically controlled shaking mechanism provides quiet orbital motion precise speed control and digital display. Shaking motion can stop automatically when door is opened.  User can easily open the lid keep their flasks from top of the machine.  Safety and Convenience: Over temperature and current protection, leakage breaker ensures user safety.  Dimension Bath: 750 x 715 x 470 (W x D x H mm)  Dimension Overall: 1050 x 890 x 1000 (W x D x H mm)  Compressor: ¼ HP  Temperature Range: +5°C to 60°C  Set Accuracy: ±0.1°C  Uniformity: ±0.5°C at 25°C  Shaking Stroke: 20 mm Orbital Motion  Display: LED 4 Digital Display  Timer: 99hr 59 min/ continuous  Material Inner: Stainless Steel 304  Door: Top opening door with Glass window for sample viewing  Safety: Over Temp. Cut off, Over current breaker  Electric Supply: 220V, 50 Hz  Supply complete with accessories Universal Spring Rack which can accommodate 100 ml to 5 litres Flasks</p> <p>Flask holder  100 ml x 70 EA  1000 ml x 18 EA  250 ml x 36 EA  2000 ml x 09 EA  Tray for Petridishes</p>	<b>01 no.</b>

**NB: {For any query related to specification of the item, vendors are requested to Contact Saswati Chakraborty at 0361-258 2412 or email at saswati@iitg.ac.in}**







Your Ref. No:

**ANNEXURE –III****COMPLIANCE CERTIFICATE****NIQ Ref:**

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	
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	

Sign. :.....

Vendor : M/s.....

Official seal of the vendor

Your Ref. No:

**ANNEXURE-IV**  
**BIDDERS DETAIL**

NIQ ref:

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

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.