

NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY: JORHAT: ASSAM
(Formerly Regional Research Laboratory)
(Council of Scientific & Industrial Research)

BY AIR MAIL POST

File No. 1(PAQ)/370/09-10/PUR/260 Date 11.11.09

To,

Dear Sirs,

The North-East Institute of Science and Technology, (Formerly Regional Research Laboratory), Jorhat is a National Laboratory under aegis of COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH (C S I R) under the Department of Scientific & Industrial Research, Government of India, which is engaged in Research and Development work and is not involved in any military or commercial activities. We are interested to import following items for R&D purpose as per the terms & conditions given below and overleaf (**TWO BID SYSTEMS**).

Sl.No.	DESCRIPTION OF ITEMS	QTY.
1	Automated atmospheric distillation unit for quantitative determination of boiling range characteristics of light and middle petroleum distillates and bio - diesel as per specifications:	1 No.
<ul style="list-style-type: none">● Conforming with any of the following specifications: ASTM D-86, IP – 123 and IS 1448● Temperature range: ambient to 450°C approximate. ● Temperature accuracy: ± 0.1°C● Temperature probe: Pt 100 ● Electric heater with low heat retention ● Mechanical lifting device for distillation flask position ● Condenser and associated cooling bath to effectively cool the condenser from 0 to 65°C ● The unit should be automatically set, monitor and control all distillation parameters● The unit must be a microprocessor based standalone unit ● Should have provision to distill in manual mode ● To operate at 230 V / 50 Hz ● With all necessary accessories required and essential spares for two years ● With standard reference material and calibration kit.		

TERMS AND CONDITIONS: (1) You are requested to send us your Quotation / Proforma Invoice IN TRIPLICATE along with technical literature & pamphlets duly indicating the **FOB** price excluding agency commission. (2). Please indicate the name and address of your Indian Agents if any, whether they are registered with DG&D, the percentage of Local Agency Commission payable and other terms of supply if any. The Agency Commission will be paid in Indian Rupees directly to your agent after fulfillment of all conditions of purchase order by the principal. (3). It may also please be noted, in case order is placed on you, the unconditional **Performance Bank Guarantee** for 10% of the total order value has to be submitted within 15 days from the date of placement of purchase order as per our format. P B G is required i.r.o Equipment, Machinery only. (4). Please mention the approximate weight and size of the packet / carton of the consignment in your offer. (5). Please send your quotation / Proforma Invoice to the following address: - The Stores & Purchase Officer, North-East Institute of Science And Technology Jorhat-785006, (Formerly, RRL, Jorhat) Assam, India. Tele.91 – 0376 – 2372710, Fax 91 – 0376 – 2372921 (6). Last Date / Time for submission of quotation is **09.12.09** at 2.30 P M & Opening at 3.00 PM (7). Quotation/Proforma Invoice must be superscribed with our enquiry reference. (8). Please see overleaf for detailed terms & conditions. (9). Please mention the exact product / import code (i. e HS code) in the quotation. (10). **E M D of Rs. 25,000.00 (Rupees twenty-five thousand) only in the form of Demand Draft / Bank Guarantee / Banker Cheque has to be drawn in favour of Director, NEIST Jorhat and submitted along with the quotation failing which the offer will not be considered. (Bank Guarantee format enclosed).** (11). The Bidder should be a manufacturer or their dealer specifically authorized by the manufacturer to quote on their behalf for this tender as per manufacturer authorization form and Indian agents of foreign principals, if any who must have designed, manufactured, tested and supplied the equipment(s)

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similar to the type specified in the “Technical Specification”. Such equipments must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Bid Opening. **(12)**. The Indian Agents of foreign manufacturers/ suppliers quoting directly on behalf of their principals for items appearing in the restricted list of the current Foreign Trade Policy must be registered with DGS&D. One Indian Agent cannot represent two different foreign principals for the same item in one tender. **(13)**. The bidder should have executed at least one similar order successfully during the preceding three financial years. The details should be incorporated in the performance statement form along with documentary evidence. **(14)**. Details of service support facilities that would be provided after the warranty period should be submitted in the Service Support Details Form [*Format enclosed*] **(15)**. That, in the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier’s maintenance, repairs and spare parts, stocking obligations prescribed by the conditions of the contract. The bidder shall give the details of Indian counter part nearest to NEIST Jorhat. **(16)**. That the Bidder will assume total responsibility for the fault-free operation of equipment, if any, and maintenance during the warranty period and provide necessary maintenance services for five years after end of warranty period if required. **(17)**. Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

Yours faithfully,

(N K Saha)
Stores & Purchase Officer
Tele. No. 91 – 0376 – 2372710 Fax. 2372921
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NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY: JORHAT: ASSAM
(Formerly Regional Research Laboratory)
(Council of Scientific & Industrial Research)

GRAM: RESEARCH

Tele. 0376: 2372710: FAX. 2372921

EPBX: 0376: 2370-117,121,139 & 149 Extn. 2288 Website: www.neist.res.in / www.rrl.jorhat.com

INVITATION FOR TENDER/QUOTATION IN TWO BID SYSTEM

TENDER ENQUIRY No. 1(PAQ/370/09-10/PUR/T- 260 Date 11.11.09	
LAST DATE/TIME OF SUBMISSION: 09.12.09 UPTO 2.30PM*	BY: COURIER SERVICE
DATE/TIME OF OPENING: 09.12.09 AT 3.00 PM*	
<i>*IF THE DATE OF SUBMISSION AND OPENING HAPPENS TO BE A CLOSED DAY, THE SAME SHALL BE TREATED AS NEXT WORKING DAY, VENUE & TIME REMAINING THE SAME.</i>	

To,

Dear Sirs,

We are interested for purchase of the following in **TWO-BID SYSTEM**.

Sl. No.	Description of item(s)	Qty.
1	Automated atmospheric distillation unit for quantitative determination of boiling range characteristics of light and middle petroleum distillates and bio - diesel as per specifications:	1 No.
<ul style="list-style-type: none">● Conforming with any of the following specifications: ASTM D-86, IP – 123 and IS 1448● Temperature range: ambient to 450°C approximate. ● Temperature accuracy: ± 0.1°C● Temperature probe: Pt 100 ● Electric heater with low heat retention ● Mechanical lifting device for distillation flask position ● Condenser and associated cooling bath to effectively cool the condenser from 0 to 65°C ● The unit should be automatically set, monitor and control all distillation parameters ● The unit must be a microprocessor based standalone unit ● Should have provision to distill in manual mode ● To operate at 230 V / 50 Hz ● With all necessary accessories required and essential spares for two years ● With standard reference material and calibration kit.		

You are requested to kindly go through the detailed Terms, Conditions and Instructions mentioned below and overleaf and submit your best offer by the date and time mentioned above.

TERMS & CONDITIONS:

The offer must comprise the following:

- (1). The Basic Price (MRP shall not exceed).
- (2) Exact percentage of taxes, if applicable,
- (3) Packing, forwarding, freight, delivery and insurance charges to be quoted separately, if applicable.
- (4) Make and Model of the quoted item with detailed technical literatures.
- (5) The Bidder should be a manufacturer or their dealer specifically authorized by the manufacturer to quote on their behalf for this tender as per manufacturer authorization form and Indian agents of foreign principals, if any who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the “Technical Specification”. Such equipments must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Bid Opening (*Format enclosed*)
- (6) Precise delivery schedule.
- (7) The exact amount or percentage of discount offered, if any.
- (8) Warranty period from the date of supply/installation wherever applicable.
- (9) Performance Bank Guarantee @ 10% of order value, within 15 days from the date of placement of the order as per our standard format (*Format enclosed*) failing which the order is liable to cancel.
- (10) The rate of AMC after expiry of the warranty in case of instruments/equipment.
- (11) The period of validity of the offer (normally should be minimum 90 days).
- (12). *E M D of Rs. 25,000.00 (Rupees twenty-five thousand) only in the form of Demand Draft / Bank Guarantee / Banker*

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Cheque has to be drawn in favour of Director, NEIST Jorhat and submitted along with the quotation failing which the offer will not be considered. (Bank Guarantee format enclosed) (13). The Indian Agents of foreign manufacturers/ suppliers quoting directly on F O B price on behalf of their principals for items appearing in the restricted list of the current Foreign Trade Policy must be registered with DGS&D. One Indian Agent cannot represent two different foreign principals for the same item in one tender. (14). The bidder should have executed at least one similar order successfully during the preceding three financial years. The details should be incorporated in the Performance Statement Form (*Format enclosed*) along with documentary evidence. (15). Details of service support facilities that would be provided after the warranty period should be submitted in the Service Support Details Form [*Format enclosed*]. (16). That, in the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier's maintenance, repairs and spare parts, stocking obligations prescribed by the conditions of the contract. The bidder shall give the details of Indian counterpart nearest to NEIST Jorhat. (17). That the Bidder will assume total responsibility for the fault-free operation of equipment, if any, and maintenance during the warranty period and provide necessary maintenance services for five years after end of warranty period if required. (18). Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc. (19) Please mention the exact product / import code (i. e HS code) in the quotation.

N.B. 1. The final landing cost up to NEIST Stores, Jorhat, Assam including Packing, Forwarding, Freight, Delivery, Insurance, etc. or F O B price to be mentioned with detailed breakup. The offer shall be summarily rejected if the landing cost / F O B price is not quoted.
2. Your rate should be FOR, NEIST Stores. 3. Payment will be made within 30 days from the date of full supply, inspection/ installation and submission of bill in order [N B: Please provide all bank details like Account Number, Branch Code Number etc. for e – payment].
4. AVAT will be deducted at source. 5. We are not entitled for 'C' or 'D' Form. Hence, Road Permit / Way Bill etc. will be the responsibility of the supplier. However, Form of Concessional Certificate may be issued on demand. 6. The delivery schedule should be strictly adhered to, otherwise LD will be imposed @ 1% per week subject to highest limit 10% of the order value.

Yours faithfully,

(N K Saha)
Stores & Purchase Officer
For Director
Tele. 0376 – 2372710 Fax. 2372921
P T O

INSTRUCTIONS, TERMS & CONDITIONS TO BIDDERS.

INSTRUCTIONS:

1. Quotations must be written legibly or should be typed out without cutting or over writings.
2. Each quotation sent by post/courier should be enclosed in double cover. The inner cover must be sealed with wax and must be superscribed with "Tender Enquiry No. _____ & Dated and time of opening _____" The outer cover should bear only the address of the sender and the receiver without any indication that there is a quotation inside.
3. Tenders quotations delivered personally should be put in the tender box kept in the Office of Stores & Purchase Officer, NEIST, Jorhat. In case of personal delivery outer cover.
4. **All Tenders / Quotations should be sent to the following address:** Stores & Purchase Officer (Purchase), North-East Institute of Science and Technology, (NEIST) Jorhat-785006 (Assam).
5. If so requested by us Tenders / Quotations may be sent through Fax at the following Nos. **Fax No. (0376) 2372921,**
6. Tender / Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time.

TERMS & CONDITIONS:

7. **Specification:** Quotation should be given for exact specification as shown in the enquiry against Sl. No. the item. If in the view of the supplier there is any other alternative item, which can serve our purpose, quotation may also be given for the same separately. Please mention the exact product / import code (i. e HS code) in the quotation.
8. **Mode of Dispatch:** Rate should be quoted for F O R, NEIST Stores, Jorhat unless otherwise asked for and Proposed Mode of dispatch must be clearly indicated.
9. **Delivery Period:** Specific mention should be made whether the delivery will be ex-stock or the item will be supplied after procurement / Import / Mfg. In case of the later the period of delivery must be mentioned clearly and the same has to be strictly adhered to.
10. **Taxes:** Rates of all taxes should be indicated clearly, with exact figures in percentage. This office is not eligible to issue C or D form. However, the Concessional rate of CST admissible to Research Institutions is applicable to this Institution. Further we are also exempted from Excise under Notification 10 of 1997. We are also registered with DSIR for Concessional rates of Customs Duty.
11. **Insurance:** In the case of F O R Destination, you should also cover Insurance. The goods should be insured in your favour against all risks from warehouse to warehouse basis. The insurance charges, if any, should also be shown separately in the rates quoted.
12. **Packing, Forwarding and Freight:** Your rate should indicate packing, forwarding and freight charges, separately if any so as to arrive at actual landing cost at NEIST Jorhat, Stores or other destination as specifically asked for. Without this the offer shall be rejected as unresponsive.
13. **Validity Period:** The validity period of the offer should be clearly specified. It should be at least for 90 days from the date of submission of quotations.
14. **Rate Contract:** In case any of the items of the enquiry is on the Current Rate Contract / Running Rate Contract with DGS&D then the same may please be quoted along with a copy of RC.
15. **Payment. :** Unless otherwise agreed payments will be made directly to the supplier(s) by E-payment Please provide all bank details like Account Number, Branch Code Number etc. for e – payment] within 30 days receipt of the stores in good conditions and bill in order.
16. **Opening of Quotations:** The quotations will be opened by tender opening committee of NEIST.
17. **Miscellaneous:** (a). All quotations must exhibit the CST / SST Nos. and PAN Nos. failing which the quotation may be treated as invalid (b). The tenderer is required to furnish (i) Permanent Account Number as allotted to the Income Tax department (ii) The registration number of DGS&D / National Small Industries Corporation if so registered as also the period of their validity. (c). We prefer materials available from indigenous sources. If not available indigenously then reputed foreign makes may be quoted for, against your own Import License or for Import under OGL / Aus import licensee. In such a case please indicate the ICT number and the address of the manufacture abroad. In case of costly equipment the firm has to give a Performance Bank Guarantee for 10% of the order value from a schedule Bank. (d) **Warranty / Guarantee:** Terms of warranty with the name and address of the manufacturer should invariably be given. (e). **Sample and Literature:** Wherever possible should necessarily be given. (f) **Installation, Commissioning & Training:** Must be specified wherever applicable. (g). **AMC:** In case of plant and machinery/ sophisticated laboratory equipments the charges of AMC valid at least for 3 – 4 years must also be quoted. This will be an important criterion for selection of quotation. (h). **Spares:** We should also like the supplier to suggest the essential spares needed for the equipments / machines in the next three years and quote for the same positively. (i) **Drawing diagram & manual :** In case of machines / equipments the supplier has to provide full drawings / circuit diagram and blue print – 3 sets. each along with Users Manual at the time of supply. (j). **Installation prerequisites:** if any must also be stated clearly in quotations. (k) **Authorization Certificate:** If the bidder is not the principal manufacturer himself then he must enclose a signed and authenticated copy of the manufacturer/principal's authorization certificate or dealership certificate.
18. **Acceptance / Rejection:** Director, NEIST Jorhat reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotations received, for non – compliance of any of the above terms, Conditions or Instructions or for any other reason without assigning any reason thereof.

Sd/
Stores & Purchase Officer.

PTO

BID FORM

The Director,
North-East Institute of Science and Technology,
Jorhat – 785 006, (Assam)

Sir,

Having examined the bidding document the receipt of which is hereby duly acknowledged, we the undersigned offer to supply and deliver _____ (Description of Goods) in conformity with the said bidding documents for a sum or such other sums as may be ascertained from the bid.

We undertake that if our bid is accepted to deliver the goods in accordance with the delivery schedule specified.

If our bid is accepted we will obtain the guarantee of the bank as specified in SCC for the due performance of the contract, in the form prescribed by your goodself.

We agree to abide by this bid for requisite period of time after the date fixed for bid opening as per the instructions to the bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Commissioning and gratuities, if any, paid or to be paid by us to the agents relating to this bid, and to contract executions if we are awarded the contract, are listed below:

Name and address	Amount in Rupees	Purpose of Commission of agent
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(if none, state “none”)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____

Signature _____

In the capacity of _____

Duly authorized to sign the bid for and on behalf of _____

P T O

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (*hereinafter called "the Tenderer"*) has submitted their offer dated for the supply of (hereinafter called "the tender") against the Purchaser's tender enquiry No. KNOW ALL MEN by these presents that WE of having our registered office at are bound unto (hereinafter called "the Purchaser"), *Director, North-East Institute of Science and Technology, Jorhat, Assam* In the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 200 __

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
 - (b) Fails or refuses to accept / execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty-five (45) days after the period of the tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
(Name and designation of the officer Seal, name & address of the Bank and address of the Branch)

P T O

MANUFACTURERS' AUTHORIZATION FORM

No. _____

Dated _____

The Director,
North-East Institute of Science and Technology,
Jorhat – 785 006, Assam

Dear Sir:

We _____ [*insert complete name of manufacture*] who are official manufacturers of _____ [*insert type of goods manufactured*], having factories at _____ (*full address of Manufacturer's factories*) do hereby authorize _____ (*complete name of Bidder*) to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____ [*name and or brief description of the Goods*] and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: _____ [Signature (s) of authorized representative (s) of the Manufacture]

Name: _____ [Complete name (s) of authorized representative (s) of the Manufacture]

Title: _____

Duly authorized to sign the Authorization of behalf of _____ [Complete name of Bidder]

Dated on _____ day of _____ [date of signing]

Note: [*The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer*]

P T O

TECHNCAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
S.No.	Tender Specifications	Bidder's Specifications	Remarks/Deviation If any

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

P T O

PERFORMANCE SECURITY FORM

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

The Director,
North-East Institute of Science and Technology,
Jorhat – 785 006, Assam, India

..... WHEREAS
..... (Name and address of the Supplier)
(hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.....
dated,..... 200... to supply.....(Description of Goods
and Services) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish
you with a Bank Guarantee by a scheduled commercial bank recognized by you for the sum
specified therein as security for compliance with its obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a bank guarantee;

NOW 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 Contract 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.

We hereby waive the necessity of your demanding the said debt from the supplier before
presenting us with the demand.

We further agree that no change or addition to or modification of the terms of the contract to be
performed there under or of any of the contract documents which may be made between you and
the supplier shall in any way release us from any liability under this guarantee and we hereby
waive notice of any such change, addition or modification. This guarantee shall be valid until the
..... Day of 200

.....
(Signature of the authorized officer of the Bank)
.....

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

P T O

BIDDER'S PERFORMANCE STATEMENT FORM
(For A Period of Last 3 Years)

Name of the Firm.....

Order placed by (full address of purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per Contract / Actual	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed satisfactorily? (Attach a certificate from the Purchaser/Consignee)	Contact Person along with Tel. No. Fax No. & e-mail address

Place:
Date:

Signature
Rubber stamp

P T O

SERVICE SUPPORT DETAILS FORM

Sl. No.	Nature of training imparted	List of similar type equipments serviced in the past 3 years	Address, Telephone Nos. , Fax and e mail address of the firm located in nearby Jorhat, Assam

Signature and Seal of the Manufacturer/Bidder.....

Place:

Date:

P T O