

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

File No. 1(PEQ)/367/09-10/PUR/T-245 Date 18.09.09

To,

Dear Sirs,

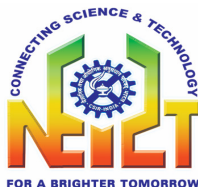
The North-East Institute of Science and Technology, (Formerly Regional Research Laboratory), Jorhat is a National Laboratory under aegis of COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH (C S I R) under the Department of Scientific & Industrial Research, Government of India, which is engaged in Research 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.

Sl.No.	DESCRIPTION OF ITEMS	QTY.
1	Biosafety Class II, Type A2 Benchtop cabinet 5 ft., with UV light and service fixture kit, offered model should be NSF / ANSI certified / listed, stainless steel interior, HEPA filters, preferably with eco-friendly, less energy consuming ECM – DC motors, with approximately 30% exhaust and 70% re-circulated option, system must be operable at 230V / 50 Hz and noise level preferably below 63 dBA, with average motor life 40,000 or more, heat level below 70 (BTU/h) preferably, cabinet fluorescent light 80 (fc) or above, having easily visible LCD display for HEPA filter's life & airflow status. Epoxy coated steel interior, preferably inflow velocity 0.5 m / sec or above and down flow velocity 0.3 m / sec or above, with Hydraulic lift base stand for 5 ft. cabinet.	1 No.

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 form 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 **14.10.09** 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. (8). Please mention the exact product / import code (i. e code) in the quotation.

Yours faithfully,

Stores & Purchase Officer



Tele. No. 91 – 0376 – 2372710 Fax. 2372921

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

Web – Site: www.neist.res.in

INVITATION FOR TENDER/QUOTATION

TENDER ENQUIRY No. 1(PEQ)/367/09-10/PUR/T- 245 Date 18.09.09	
LAST DATE/TIME OF SUBMISSION: 14.10.09 UPTO 2.30 P M*	BY: REGD POST
DATE/TIME OF OPENING: 14.10.09 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:

Sl. No.	Description of item(s)	Qty.
1	Biosafety Class II, Type A2 Benchtop cabinet 5 ft., with UV light and service fixture kit, offered model should be NSF / ANSI certified / listed, stainless steel interior, HEPA filters, preferably with eco-friendly, less energy consuming ECM – DC motors, with approximately 30% exhaust and 70% re-circulated option, system must be operable at 230V / 50 Hz and noise level preferably below 63 dBA, with average motor life 40,000 or more, heat level below 70 (BTU/h) preferably, cabinet fluorescent light 80 (fc) or above, having easily visible LCD display for HEPA filter's life & airflow status. Epoxy coated steel interior, preferably inflow velocity 0.5 m / sec or above and down flow velocity 0.3 m / sec or above, with Hydraulic lift base stand for 5 ft. cabinet.	1 No.

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) The exact amount or percentage of discount offered, if any. (3) Exact percentage of taxes, if applicable, (4) Packing, forwarding, freight, delivery and insurance charges to be quoted separately, if applicable. (5) Make and Model of the quoted item with detailed technical literatures. (6) Manufacture's/Proprietor's Authorization/Dealership certificate or duly signed and authenticated copy of the same along with the quotation. (7) Precise delivery schedule. (8) Warranty period from the date of supply/installation wherever applicable. (9) In case of Import the foreign principal / their Indian agent to mentioned the exact product / import Code (i. e H S Code) in the quotation. (10) 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. (11) The rate of AMC after expiry of the warranty in case of instruments/equipment. (12) The period of validity of the offer (normally should be minimum 90 days). (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). 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. 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,

Stores & Purchase Officer

ANNEXURE - I

**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 of 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 agreed that no change or addition to or other modification of the terms of the contract to be performed here under or any of the contract documents which may be made between you and supplier shall in any way release from 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 theday of.....200.....

Signature and Seal of Guarantors

(Complete Address/Contact Details with Tel./Fax/email etc)

Date

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, Jorhat-785006 (Assam).
5. If so requested by us Tenders / Quotations may be sent through Fax or E – mail at the following Nos. **Fax No. (0376) 2372921**, E-mail: purchase _ rrljorhat@indiatimes.com
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, N E I S T 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 ware-house to ware-house 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 of 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) [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 N E I S T.
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 manufactures 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 suppliers 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 manufactures/principals authorization certificate or dealership certificate.
18. **Acceptance / Rejection:** Director, N E I S T 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.