

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

GRAM: RESEARCH

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INVITATION FOR TENDER/QUOTATION

TENDER ENQUIRY No. 3(POQ)/69/09-10/PUR/T-216 DATE 28.07.09	
LAST DATE/TIME OF SUBMISSION: 26.08.09 UPTO 2.30PM*	BY UCP: REGD POST: FAX:
DATE/TIME OF OPENING: 26.08.09 AT 3.00 PM*	COURIER: SPEED POST
<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	Details as per encloser.	

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. 00,000.00 (Rupees 000000000) 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)***
- (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 counter part nearest to RRL 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.

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,

(L Misao,)
S O (Stores & Purchase).
For Director
Tele. 0376 – 2372710 Fax. 2372921
E. mail. purchase_rrljorhat@indiatimes.com

Sl no.	Detailed specification of stores	Quantity
1.	Wave Slides (1.50m x 4.20m x 0.50m)	2 Nos.
2	Merry Go Round(0.45 x 1.80m x 1.80m)	2 Nos.
3	Multi play station (3.50m)	2 Nos.
4	Monkey Dustbin Sr.(1.25m x 0.75m x 0.45m)	4 Nos.
5	Penguin Dustbins Sr.(1.40m)	4 Nos.
6	Meeting Points (Capacity 8 child)	2 Nos.
7.	Georgia Bench (Length 1.50m)	8 Nos.
8.	Animal See Saws (0.50m x 2.0m x 0.75m)	2 Nos.
9.	Economy See Saws(0.50m x 2.0m x 1.50m)	4 Nos.
10.	Party cum Glider Swings(2.4m x 3.0m x 1.5m)	2 Nos.
11.	Economy Swing with bucket seat (2.4m x 2.7m x 1.5m)	2 Nos.
	<p data-bbox="350 1171 557 1205"><u>On turnkey basis</u></p> <p data-bbox="350 1241 1166 1310">NB:_The sizes are minimum. The job involves complete installation including civil jobs and erection, etc complete.</p>	

Stores & Purchase Officer.

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 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.
8. **Mode of Dispatch:** Rate should be quoted for F O R, RRL 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 RRL 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 cross cheque drawn on the SBI, RRL Branch, Jorhat 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 RRL.
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). **Spare:** 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.

PERFORMANCE SECURITY FORM / PERFORMANCE BANK GUARANTEE

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 recognized bank for the sum specified therein as security for
compliance with the Supplier's performance obligations in accordance with the Contract.

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 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.

This guarantee is valid until theday of.....200.....

Signature and Seal of Guarantors

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

Date

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	Value of minimum stock of consumable spares held at all times.

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

Place:

Date: