



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

NOTICE INVITING QUOTATION (NIQ)

ET-NIQ-4529-DT-30/12/2019

Online Tenders in 02 Bid System (Technical and Financial) are invited from reputed manufacturers/authorized dealers for supply, installation & commissioning etc. of the following items required for UGC-SAP-DRS-II Programme, Department of Molecular Biology & Biotechnology, Tezpur University.

Please 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 University 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 Tezpur University 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.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in).

Items:

Sl. No	Item	Approx Quantity	Approximate Unit Value in ₹
1	Refrigerated Orbital Shaker	01	2.50 lacs

(Detail Technical Specification/Compliance Sheet and BoQ are attached/uploaded separately)

General Information about the NIQ

Last date and time for submission of Bids: 20.01.2020 (2.00 PM)

Date and Time of opening of Bids: 22.01.2020 (4.00 PM)

Place of Opening of Bids: Tezpur University

GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only download the specifications from the CPP Portal of Govt. of India or the Tezpur University website (www.tezu.ernet.in).
2. **GST: As per GoI Notification dated 14.11.2017 GST % for Public Funded Research Institution or a University has been reduced to 5% for certain goods and services. Hence, reduced rate of**



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- GST shall be paid if applicable on the tendered items. Exemption Certificate will be provided on request.
3. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
 4. **Quotations should be accompanied by** i) An **EMD (in the form of Demand Draft/Banker Cheque) for ₹ 5000.00 (Rupees Five Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered.** ii) A **non-refundable application (quotation/participation) fee of ₹ 1000.00 (Rupees One Thousand) only must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur.** iii) **The original copies of the EMD & Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for ET-NIQ-.....DT-....." addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**
 5. **Exemption:** To Bidders who are MSME/NSIC registered may claim exemption from payment of EMD only subject to submission of valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to. **Payment of tender fee is a must and is not exempted. However, the University will make provisions for the tender documents free of cost in its website as well as in CPP Portal.**
 6. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
 7. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
 8. Applicable levies, surcharge and discounts should be clearly indicated item wise.
 9. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
 10. The system must be installed at the laboratory wherever applicable, and after installation a basic training must also be provided by the supplier or their Indian counterpart without any additional costs.
 11. **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.
 12. **Technical Evaluation:** The bidder should provide the standard technical literature on the subject offered with dealership certificate of the offered product(s). The offers which do not meet the NIQ required technical specifications will be summarily rejected, from any further consideration. The bidder has to provide the details Bill of Materials (BOM). Technical bids will be evaluated and ranked by the award ACCEPT & REJECT. The price bids of ACCEPTED vendors would then be considered by the concerned Purchase Committee of the institute.
 13. **After Sales Service Guidelines:** In case of imported goods, bidders should clearly state the detailed address, contact number and email ids of 'after sales service centre' preferably in Tezpur/Guwahati, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24 hours.