

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR
SUPPLY OF GOODS**

EOI. No. GBP/8.2.10/2015-16/3101

Dated 22/04/2016

AT

GUWAHATI BIOTECH PARK

TECHNOLOGY COMPLEX, IIT GUWAHATI

GUWAHATI-781039

TEL: 0361-2690228

FAX:0361-2690227

WEBSITE: www.guwahatibiotechpark.com

LAST DATE OF SUBMISSION: 16.05.2016

EMPANELMENT FEE: Rs. 1000.00 (non refundable)

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Disclaimer: This EOI is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate. The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

Chapter I - Letter of Invitation (LOI)

1. Background

Guwahati Biotech Park (GBP) is a visionary project launched by an autonomous society under the Government of Assam. GBP was created with a vision to create a world class center for leading-edge business-driven research and product development in Northeast India. Taking into consideration the complex needs in furtherance of its mandate, GBP intends to empanel technically competent, cost effective and resourceful vendors for providing stationery items and printing jobs. Expression of Interests (EOIs) are invited from Suppliers/Authorized dealers, Traders/Service providers in the prescribed format along with a non-refundable empanelment fee of Rs.1000/- in the form of Cheque/DD in favor of Guwahati Biotech Park payable at Guwahati. Detail Registration Form along with terms & conditions can be obtained from our website www.guwahatibiotechpark.com

2. Scope of Work (SoW)

GBP invites Expression of Interest for supplying any (one or more) of the following categories of items

Serial No.	Category	Particular / Name Of Item	Manufacturer(M) Authorized Agent(A) Retail Supplier (R) Service Provider(S)
1	Furniture & Fixtures	Office Furniture, Seating and Storage Solutions, Customized Furniture Laboratory, Auditorium, Kitchen, Library, Vertical Blinds with Fixtures, Conference and meeting	
2	Display Items	Television (LED), Projector, Display Boards, Screen, Classroom Interactive boards etc	
3	Computer	Computers, Workstations, Servers, Databank, HPC, Laptop, Pen drives, Peripherals such as UPS, Accessories, Storage accessories etc	
4	Output Devices	Printer, Fax machine, Copier, Scanner etc.	

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5	Electrical installations & Accessories	Lamps & lighting Fixture, Decorative Lamps, meter , Distribution Board , LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories/Gadgets, Extensions, Fan (Ceiling/Table/Wall), Water Heater etc.	
6	Kitchenware	i. Cooking, Heating Storage and Packing Equipment ii. Serving Items : Cutleries, Utensils, Dining Tables Tools and accessories	
7	Communication System, Instruments and Devices	Telephone instruments, EPABX, Wireless Equipment, devices, Data Card, Mobile Handset etc	
8	AC	AC machine including accessories and installation	
9	Surveillance and Access Control System	Camera(Still, CC, Video etc.), X-ray Inspection System, Laser detection System, Card Reader, Biometric equipment etc. with all accessories and fixtures etc	
9	Other	Any other Category of Items and Services left including miscellaneous Goods and Services.	

Chapter II- Instruction to Applicants

A. Standard Information

1. All communication should be submitted in sealed envelopes and should be addressed to The Chief Executive Officer, Guwahati Biotech Park, Technology Complex: IIT Guwahati, Guwahati -781039, Assam, India.
2. Offer in the EOI shall remain valid for a period of 120 days from the last date of submission of the EOIs. The eligible firms shall respond to the EOI by submitting all required documents in prescribed formats.

B. Required Format-The EOI document must contain the following:

- Registration form for Empanelment (Appendix-I)
- Empanelment Proforma (Appendix-II)
- Format for Essential Eligibility (Appendix-III)
- Other supporting documents to substantiate the statements of the Supplier/Vendor wherever necessary.

C. ESSENTIAL ELIGIBILITY CRITERIA (EEC)

Please submit the below mentioned documents:

1. Copies of Registration Certificate of CST / VAT / TIN No.
2. PAN Card of the firm.
3. Registration Certificates with DGS&D/NCCF.
4. List of products along with specifications, make and model.
5. Current dealership agreement from Principal/Manufacturer along with SSI/NSIC certificate
6. Audited Statement of Accounts for the last three financial years.
7. Affidavit/ undertaking of not being blacklisted by any Govt. Vendor/ department.
8. List of clients presently being served (IITs/ Educational Institutes/public sector/private

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Sector/others separately in the last three years) with Contact name & address with mobile no.

9. Bank Details on letter head along with cancelled cheque.

10. EOIs should be accompanied by a DD/cheque of Rs. 1000/- (non-refundable) in favor of "Guwahati Biotech Park" payable at Guwahati.

D. Expected expertise/inputs

- a. Understanding of the scope of work
- b. Domain specific experience in each of the areas relevant to SoW
- c. Adequate in-house capacity to meet the requirements of SoW

E. Submission details

EOI document should include the details mentioned in format which may be downloaded from the GBP website: www.guwahatibiotechpark.com

Eligible agencies are invited to send their application for empanelment as per proforma attached to this document and send to the office of the CEO, GBP in sealed envelopes super scribing the following lines on or before 16.05.2016 at **1500Hrs**

"EXPRESSION OF INTEREST FOR EMPANELMENT OF OFVENDORS FOR SUPPLY OF GOODS"

ADVT. No. GBP/8.2.10/2015-16/3101 DATED 22.04.2016

To

The Chief Executive Officer,

Guwahati Biotech Park

Technology Complex: IIT Guwahati

Guwahati -781039, Assam, India

From: M/s

Contact No.:

Email ID:

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F. Schedule of Events

S.No.	Event Description	Estimated date/time
1.	Date of announcement	23.04.2016
2.	Last date and time of receiving EOIs	16.05.2016 at 1500 hrs
3.	Opening of EOIs	16.05.2016 at 1530 hrs
4.	Letter of Award	Will be informed subsequently

Disclaimer: The above schedule would generally be adhered to. Any change will be communicated.

Chapter III- TERMS AND CONDITONS

A. Vendor Evaluation

The Vendors will be evaluated based on the fulfillment of Essential Eligibility Criteria as mentioned in the Chapter II of this document. They should furnish sufficient documents to prove these capabilities as per proforma Appendix-III.

B. Discretion of the GBP

- I. During evaluation of the EOI documents, GBP may, at its discretion, ask Respondents for clarification on their application. The Respondents are required to respond within the time frame prescribed by GBP.
- II. The GBP reserves the right to reject any or all the EOIs for the proposed job assignment without assigning any reason whatsoever.
- III. The GBP also reserves the right to reject any EOI document if:
 - It is not in the given format
 - At any time, a material misrepresentation is made or uncovered, or
 - The vendor/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI document.

C. Assignment of the tasks

GBP reserves the right to assign the tasks to any of the empanelled agencies GBP also reserves the right to award work to any vendor, not necessarily empanelled with GBP

D. Letter of Empanelment (LOE)

On acceptance of EOI document for awarding the contract, GBP will issue a Letter of Empanelment to the successful Respondents in writing that their EOI application have been accepted in GBP.

E. Conflict of Interest

The vendor shall not receive any remuneration in connection with the assignment.

F. Warranty

The vendor shall warrant that it is under no contractual restrictions of legal disqualifications or other obligations which will prohibit from entering into this service assignment and that the statement and particulars herein contained in the EOI and in the relevant and supporting documents to this agreement are correct.

G. Period of Empanelment

1. The vendor would be empanelled for 02 years with effect from date of issue of the "Letter of Empanelment". The period of empanelment is extendable further thereafter on mutually agreed terms and conditions.
2. After expiry of normal empanelment period vendors may re register submitting necessary documents. No re-empanelment charges shall be charged.
3. Throughout the period of empanelment, the vendor may update any sensitive data supplied at the time of application.
4. Retention of vendor shall be subject to satisfactory performance on execution of orders. Empanelled vendor which is found to be fraudulent or whose performance is found unsatisfactory shall be put on holiday list or blacklisted as per performance evaluation of vendors.

H. Purchase Orders /Work Contract:

Guwahati Biotech Park will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount against the enquired items. If two or more empanelled vendors offer the same discount and/or the lowest price, an approximate equal distribution of the purchase order(s) will be made among them.

I. Consideration of Applications:

GBP reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also GBP may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any Empanelled vendor without assigning any reason whatsoever.

Guwahati Biotech Park decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of application by the vendor does not vest any right in them for being selected for empanelment.

J. Arbitration & Applicable laws:

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of CEO, GBP or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Gauhati High Court

K. DISCLAIMER

- a. This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the EOI document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither Guwahati Biotech Park (GBP) nor their employees shall be liable to any applicant or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this EOI document, or any matter that may be deemed to form part of this EOI document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or applicants or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the EOI document.
- f. GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against GBP or its officers, employees, successors or assignees for rejection of his application.

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- g. Failure to provide information that is essential to evaluate the applicants qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.
- h. GBP or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This EOI document is not transferable.

Sd/-
CEO
Guwahati Biotech Park