



## **Guwahati Biotech Park**

**Technology Complex, IIT**

**Guwahati Guwahati- 781 039**

**Phone: + 91-361-2690227/229, Fax : 0361- 2690228**

---

### **BIDDING DOCUMENT FOR RATE CONTRACT OF CHEMICALS/ SOLVENTS/GLASSWARE/PLASTICWARE & MISCELLANEOUS ITEMS FOR LABORATORY USE**

<b>NIT No. &amp; Date</b>	<b>NIT No. GBPIC/8.2.5/P &amp; S/2020-21/4526 DTD.10<sup>th</sup> Sept , 2020</b>
<b>Place of submission</b>	<b>Guwahati Biotech Park</b>
<b>Type of Bid</b>	<b>Single Bid</b>
<b>Last date &amp; Time of Submission</b>	<b>30.09.2020 up to 2.00 P.M.</b>
<b>Date &amp; Time of opening of Bid</b>	<b>30.09.2020 at 3.30 P.M.</b>
<b>Tender Fee</b>	<b>A non-refundable Tender Fee of Rs.500.00 (Rupees Five Hundred only)</b>

## NOTICE INVITING TENDER

To

.....  
.....

**Dear Sir**

Guwahati Biotech Park an establishment supported by Department of Biotechnology, Govt. of India and Ministry of Science & Technology, Govt. of Assam engaged in R & D activities and facilitating entrepreneurs for doing research is in frequent use of Chemicals/ Solvents, glassware, plasticware and miscellaneous items used in laboratory. Considering the long term use of these items and in order to simplify the procurement practices, the CEO of Guwahati Biotech Park desires to establish annual rate contract(ARC) with reputed manufacturers/authorized distributors (who have the current authorization from the principal company)/Stockists/dealers for the supply of items grouped as under:-

SL. No.	CATEGORY	MAKE/BRAND	GRADE
1	Chemicals/ Solvents	Merck/Qualigens/ Fisher Scientific/Alfa aesar/ Sigma/ Hi-Media/ Ranbaxy(Rankem)/ BDH/SRL/Spectrochem/CDH/SDF/ Aldrich/ Merck Genei/ XcelGen/Qiagen/Invitrogen/Fisher Bioreagents/Loba chemie/ Biorad/Thermoscientific.	LR/AR/HPL C/Molecular Biology (MB)
2	Plasticware	Borosil/Eppendorf/Tarson/ Axygen/BD-Falcon/Abdos/ Axiva.	
3	Glassware	Borosil (All Range), Merck, Vensil, Thermo Fisher, Schott Duran/Reviera./JSGW.	
4	Pipettes & micropipettes	Eppendorf/Tarson/ Aldrich/Borosil/ Axiva/ Abdos.	
5	Labwares (Including Filters, Filtration units/holders, liquid handling products, Life Science, Clinical & general laboratory essentials Filter paper/ TLC plates/Glass slides/Cover slips/Cryogloves/ Cryoboxes/Disposable syringe etc)	Whatman/Millipore/Sartorius/MDI/Pall Gelman/Merck/Dispovan/Axiva/Eppendorf, Tarson/ Hi-Media/Cole-Parmer/ Genaxy/Axygen/ Agilent Technologies/ Phenomenex/ Abdos/ Axiva	

Interested bidders may submit their best competitive offers as per the instructions and terms and conditions stated below. This Bid Document contains Pages numbered 1 to 6 consecutively. Please check to see that no page is missing or any in duplicate. The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all the papers and envelopes submitted.

## INSTRUCTION TO BIDDERS & TERMS & CONDITIONS

1. **Mode of transmission:**

Quotations will have to be submitted in single bid and in sealed covered super-scribing the following lines:

**“Quotation for supply of Chemicals/Solvents/Plasticware/  
Glassware/consumables/pipettes & micropipettes and miscellaneous items for  
laboratory use.”**

**NIT No. GBPIC/8.2.5/P & S/2020-21/4526 DTD.10<sup>th</sup> Sept , 2020**

**To**  
**The Chief Executive Officer,**  
**Guwahati Biotech Park**  
**Technology Complex, IIT Guwahati**  
**Guwahati -781039**  
**Assam, India**

**From: M/s.....**  
**Contact No.:.....**

2. **Eligibility of the Bidder**

- 2.1 The bidder should be an original manufacturer or their authorized dealer/supplier. In case of original manufacturer, the **Manufacturer’s certificate of registration and in case of authorized Agent/dealer/distributor the certificate of Dealership valid till date should be provided.**
- 2.2 The bidder must provide the copies of the following with their bids:
- a. Copy of GST Registration.
  - b. Copy of PAN No/TAN No.
  - c. Audited Balance Sheets & ITR of last three fiscal years.
- 2.3 The bidder must have at least three years experience of providing such items in reputed Institutes such as CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs. The bidder must enclose copies of Annual rate contract or work orders from such institutes.

3. **Tender Fee:**

A non-refundable Tender Fee of Rs.500/- (Rupees Five Hundred only) in the form of demand draft/Bankers Cheque in favor of Guwahati Biotech Park Incubation Center must be enclosed with the tender . Otherwise the tender will not be considered. The bidders may also make the payments for Tender Fees by NEFT/RTGS in the Bank Account of “Guwahati Biotech Park Incubation Center”- Name of the Bank: State Bank of India, A/C no- 32537251968, IFSC Code: SBIN0009201. Transfer details to be submitted along with the bid documents.

All Government Departments, National Small Industries Corporations (NSIC) or Small Scale Industries (SSI) including MSME is exempted from payment of tender fee subject to submission of document of registration as per provisions of the Policy.

4. **Last Date & Time of submission & opening of Tender**

- (i) Last date & Time for receipt of Quotation 30<sup>th</sup> Sept, 2020 up to 2.00 p.m.
- (ii) Due date & Time of opening Quotation 30<sup>th</sup> Sept, 2020 at 3.30 p.m.

Any bid received after dead line for submission of bid, will be rejected and returned unopened. GBP will not be responsible for the loss of tender or for the delay in postal transit. The Bidder or his authorized representative may be present at the time of opening of Quotation on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

5. **Rates**

- 5.1 Rates quoted should be on **FOR Guwahati Biotech Park**, on door delivery basis. **Vague terms like “packing, forwarding, transportation extra” without mentioning the specific amount will not be accepted.** Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers may be considered as all charges are inclusive.
- 5.2 **Discounts offered** shall be indicated clearly in terms of percentage on the manufactures price lists.

6. **Taxes & Duties:**
  - 6.1 For vendors within the state of Assam, appropriate TAX will be deducted from their Bills.
  - 6.2 **Statutory increases** like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
  - 6.3 GBP is NOT registered under the Central Sale Tax Act and is NOT entitled to avail concessional rate of Central Sales tax against form `C' in respect of inter-state purchases.
  - 6.4 **Entry Tax:**

Assam Govt. Entry Tax- (to be paid by GBP, not by the supplier), wherever applicable, will be added while evaluating cost status of the concerned items to be supplied by suppliers from outside the State of Assam
7. **CD (Soft copy) of your catalogue/Price List for the year 2020-21** should be submitted along with your offer.
8. **Make/Brand** and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001/9002 accreditation should indicate in their tender.
9. **Catalogues/Manual:**

Tenderer shall submit original printed manufacturers' technical specifications and catalogues, literature, diagrams, photographs etc. of goods offered, wherever necessary, thereby facilitating technical evaluations.
10. **Period of Rate Contract:**

The rate contract shall be valid for Three year from the date of commencement of rate contract and is extendable each year on satisfactory performance of the supplier.
11. **Validity of Price:**

Quoted rates must remain unchanged during the currency of the contract. However price revision is allowed after one year subject to change in price of manufacturers original Catalogue.
12. **Delivery schedule:**

**Delivery schedule** will be strictly adhered to. Delivery of goods shall be made by the supplier within 60 days of placing of purchase order. However, in case of emergent requirement he has to supply the required quantity of goods within 2 weeks of placing of order also. The firm may execute the order as soon as orders are received On-Line. **Delivery** may be affected by the manufacturers directly or through their authorized dealers whose name and address should be indicated in the proposal.

**Liquidated Damages**  
Supply of material will have to be completed within 60 days or period mentioned in the purchased Order. The liquidated damages charges @ 0.5% per week of the value of that part of the goods that, as a consequence of the delay, shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier. However, the competent authority at his discretion may waive off the charges on receipt of request from the supplier justifying genuine reason for delay.
13. **Delivery Documents:**

All aspects of safe delivery shall be the exclusive responsibility of the supplier. The supplier has to furnish the following documents along with goods:

  - a. Three copies of Invoice in original indicating inter-alia description of goods, specifications, quantity, and unit price, GST wherever applicable and total amount etc.
  - b. Packing list
  - c. A copy of our order.
  - d. Railway receipt/Consignment Note/Challan etc. &
  - e. Any other document as per the terms of contract
14. **The rate contract** can be terminated at any time by giving one month's notice from either side.
15. Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules etc. are liable for rejection.
16. **Payment Term & Mode of Payment:**

No part payment as well as advance payment will be made. Payment will be made within 30 days on completion of the full supply of goods at Guwahati Biotech Park, Technology complex, IIT Guwahati, generally through A/c payee cheque or NEFT/RTGS. In case payment is required by

DD, the draft commission will be deducted from bill amount.

17. **Quotation through Fax/ E-Mail/Telegram** etc. shall not be considered. No correspondence will be entertained on this matter.
18. **Conformity to Specifications:**  
Specifications are basic essence of the product. It must be ensured that the offers are strictly as per our specifications/mark/brands etc.
19. **Evaluation:**  
The bids will be evaluated soon after opening of bids as per the eligibility criteria in this bid document and during such evaluations any clarification or query maybe raised by GBP in email or letter/fax etc. The bidder should co-ordinate and reply in writing against such queries at the earliest possible time facilitating the evaluation process. Such written queries & replies will be annexed with the bid and shall be treated as the part of the bid.  
  
From the qualified list of suppliers, GBP will make a panel of suppliers/dealers for entire range of products. GBP reserves the right to enter parallel rate contract with more than one party for similar items.
20. **Termination for default:**  
Default is said to have occurred
  - If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by GBP.
  - If the supplier fails to perform any other obligation(s) under the contract.  
If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of default notice from **CEO, Guwahati Biotech Park** (or takes longer period in spite of what GBP may authorize in writing), GBP may terminate the contract/purchase order in whole or in part.
21. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of competent Court & forum in Guwahati, India only.
22. **Force Majeure:**  
The supplier shall not be liable for failure to perform its obligations under the contract in the event of Force Majeure. The events referred to as force majeure that may hinder performance obligation of either party are (i) acts of God (ii).regulations of Government of India. (iii).any kind of natural disaster like earthquake, flood, epidemic and (iv). revolutions, strikes, war, lockouts, riots, sabotage etc.
23. **Consideration of Tender:**  
Guwahati Biotech Park's decision shall be final and binding and no claims/representations in this regard shall be entertained. The acceptance of the quotation will rest solely with the CEO, Guwahati Biotech Park, who in the interest of the organization reserves the right to himself to reject or partially accept any or all the quotations and to withdraw or cancel entire bid process without assigning any reasons whatsoever. Mere submission of bid by the bidder does not vest any right in them for being selected.

Sd/-  
**Chief Executive Officer**  
**Guwahati Biotech Park**

## PROFORMA TO BE FILLED BY THE TENDERER

CATEGORY OF STORES:			
NIT No. & DATE	<b>NIT No. GBPIC/8.2.5/P &amp; S/2020-21/4526 DTD.10<sup>th</sup> Sept , 2020</b>		
OFFER/QUOTATION No. & DATE			
TENDER FEE DETAILS			
NAME & ADDRESS OF THE MANUFACTURER			
NAME & ADDRESS OF THE DEALER/DISTRIBUTOR Contact Person: Tel: Email:			
AUTHORISED DELAER SHOULD ENCLOSE: a. Copy of GST Registration. b. Copy of PAN No. c. Audited Balance Sheets & ITR of last three fiscal years. d. Three years experience certificate e. Authorised Distributorship Certificate f. Profile of the firm & client list			
BRAND OF THE PRODUCT OFFERED			
PERCENTAGE OF DISCOUNT OFFERED ON CATALOGUE PRICE & SPECIAL DISCOUNT IF ANY?	CATEGORY OF PRODUCT	MAKE/BRAND	% OF DISCOUNT
DELIVERY PERIOD			
DELIVERY TERM	DOOR DELIVERY AT GBP		
DELIVERY BY	MANUFACTURER/DEALER/DISTRIBUTOR <input type="checkbox"/> Whichever applicable		
NAME OF INSTITUTE HAVING SIMILAR ARCs/Orders (Attach copies for Three years)			
Audited Balance Sheets & ITR of last three fiscal years (Attach copies)			

Certified that the Price List/Price Catalogue of M/s. (Name of the company) \_\_\_\_\_ for item sr.no. \_\_\_\_\_, submitted against rate contract tender no. **NIT No. GBPIC/8.2.5/P & S/2020-21/4526 DTD.10<sup>th</sup> Sept, 2020** is uniform price list throughout the territory of India.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

**Date:**

**Name & Signature of the Bidder  
With Seal.**