



**GUWAHATI BIOTECH PARK
TECHNOLOGY INCUBATION CENTRE, AMINGOAN -
781031**

Tender Notice

NIT No. GBP/8.1.3/2023-24/5619 dated 2.2.2024

Sealed quotations are invited from the registered firms/authorized dealers/ intending supplier under two bid system for supply, office furniture at Guwahati Biotech Park. For details, please visit our website www.guwahatibiotechpark.com under Business/Tenders section.

**Sd/-
Chief Executive Officer**



NOTICE FOR INVITING TENDER

Sealed quotations are invited from the registered firms/authorized dealers/ intending supplier under two bid system for supply, erection and commissioning of office furniture at Guwahati Biotech park as per specification given in Annexure I. The bidder can submit quotation for all categories of the items. The general terms and conditions for bidders are given in Annexure II.

CRITICAL DATE SHEET

Tender No	GBP/8.1.3/2023-24/5619 DATED 2.2.2024
Date of release of Tender	2.2.2024
Last date & time for submission of bid	22.2.2024 at 2 PM
Date & time for opening of technical bid	22.2.2024 at 2.30 PM
Financial Bid Opening Date	Will be informed later
Address for Communication	The Chief Executive Officer, Guwahati Biotech Park Technology Incubation Centre, Amingaon Guwahati -781031, Assam, India

1. The Tender form/bidding documents may be downloaded from the Institute website ***www.guwahatibiotechpark.com under Business/Tenders section.***
2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. All bidders are required to pay a bid processing fee of **Rs. 2000/- (Rupees Two Thousand only)** through DD in favor of TECHNOLOGY INCUBATION CENTRE GBP OR online transfer to **Bank A/c No- :918010089862862, A/c Name- TECHNOLOGY INCUBATION CENTRE GBP, IFS Code - UTIB0003343.** The bid processing fee is non-refundable. Proof of payment to be enclosed along with the Bid documents.
4. The bid proposals are to be sent in three separate sealed envelopes (i) Technical Bid (Annexure III) (ii) Financial Bid (Annexure IV) and (iii) Bid Processing Fee. These three envelopes to be kept in one sealed envelope duly subscribed with the Tender Reference No. and Tender Notice detail as appended here under;

TENDER FOR SUPPLY, ERECTION AND COMMISSIONING OF OFFICE FURNITURES AT GUWAHATI BIOTCH PARK	
Reference: GBP/8.1.3/2023-24/ 5619 dated 2.2.2024	
To The chief Executive Officer Technology Incubation Centre Guwahati Biotech Park Amingaon:781031	From:

5. The price bids of those firms will only be opened who are found to be technically qualified after evaluation. The bids submitted without tender fees will be summarily rejected and no further communications in this regards will be entertained. The authority reserves the right to accept/negotiate/reject any or all tenders and modify the conditions/specification at any stage without assigning any reason thereof.

Sd/-
Chief Executive Officer
Guwahati Biotech Park

TECHNICAL SPECIFICATIONS OF THE ITEMS

SL. NO.	DESCRIPTION OF ITEMS	QUANTITY
1.	Training Chair with Tablet Make: Nilkamal Dimensions (In Centimeters): H 31 x W 23 x D 24 Color: Black <u>Features:</u> <ul style="list-style-type: none"> • Mesh upholstered on Tubular back frame • Upholstered seat cushion with moulded PU foam and Bent wood • Fixed Height Arm Rest with integral skin polyurethane arm pad • Post-laminated commercial plywood with PVC edge band for writing pad • Pushback Mechanism with back tilt tension adjustment • Tubular cantilever frame assembly 	50
2	Virtue Study Chair with lumber support and hand rest Make: Godrej Dimensions (In Centimeters): W 70 x H 105.5 x D 70 Color: Black	20
3	4 door Bookcase Make: Godrej Dimensions (In Centimeters): W 91.4 x H 174.2 x D 32 Color: Black	2

GENERAL TERMS AND CONDITIONS

1. Two Bid System Tender will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers indicating the type of Bid; and both these covers along with Tender fee in another separate cover will have to be again put in to a single sealed cover. Also the address of the firm submitting the quotation and the officer to whom the quotation is addressed, must appear distinctly on both the inner sealed covers, indicating TECHNICAL BID/PRICE BID as may be applicable
2. Eligibility criteria for Technical bid qualification:
 - i. The Vender should be exclusively a manufacturer / dealer / agent / authorized distributor of article and should have registered office anywhere in India & should have a show room / authorized dealer / authorized partner in Guwahati.
 - ii. The document containing bids shall be free from cutting and erasures. However, alterations if any in the tender document should be attested properly by the bidder.
 - iii. The supply and installation of above items shall be made by the vender free of charges within 30 days from the date of issue of purchase order.
 - iv. The bidder who will be qualified after the documents verification will have to provide one sample for technical evaluation. The technical evaluation of those firms will be taken under consideration whose samples are found as per specification and approved by the committee. The bidder has to keep their sample ready to furnish within five days of information.
 - v. Dealership certificate and Tender Authorization Certificate from OEM on the offered products in case the vendor is a dealer / agent / authorized distributor.
 - vi. List of reputed organizations/Institutions, where similar orders have been executed. Copy of the Purchase Order awarded from the reputed organizations provided along with this bid.
 - vii. Sales GSTN registration certificate of the Firm.
 - viii. Audited financial statement and IT return for the last three years.
 - ix. Copy of PAN card.
 - x. Details & nature of maximum warranty period offered by the vender.
 - xi. A crossed demand draft of Rs. 2000/- (Rupees two thousand) only towards Tender Fee (non-refundable)
 - xii. All the documents submitted including the tender document should be duly certified by the authorized signatories.
3. Validity: The quoted rates must be valid for a minimum period of one year from the date of tender papers.
4. Warranty/Guarantee: Suppliers must give the comprehensive warranty in writing that everything to be supplied by them hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specification. The period of warranty shall not be less than ONE year from the date of successful installation of article against any manufacturing defect. The payments shall be made only after receiving the material in the required specifications and quality to the satisfaction of the Guwahati Biotech Park authorities.
5. Delivery: Unless otherwise stated delivery of goods at Guwahati Biotech Park will have to be maximum within 30 days from the date of issue of the Purchase Order or as given in the purchase order.
6. Dealership Certificate: Dealership certificate (in case of dealers) and standard Technical literature on

the offered products must be enclosed.

7. Late and delayed quotation: Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
8. Ground for Rejection of Tender: The tenders are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
9. Guwahati Biotech Park authority reserves the right to accept / negotiate / reject any or all the tenders and modify the conditions / specification at any stage without assigning any reason thereof.

TECHNICAL BID

1	a)	Name of Supplier / Firm / Company	
	b)	Name of contact person with details and mobile number	
2	Full Address		
3	E-mail address		
4	Date of establishment of the firm		
5	Status of the firm: (Proprietorship / partnership / company etc.) Attach photocopy of certificate		
6	Tender Fee Amount and Transaction Details:		
7	GSTN No. (Attach photocopy of certificate)		
8	PAN Number (Attach photocopy of certificate)		
9	Name and Address of the banker		
10	Technical details of the item		
Sl. No.	Items to be supplied	Technical details	
1			
2			
3			

(Use separate sheet, if the space is not sufficient)

Certified that

1. I / we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its members) has neither been blacklisted by any central or state government organizations in the last five years or any litigation pending with any of these departments or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

Name and signature of the authorized signatory
with seal of the firm / company

FINANCIAL BID

Name and address of the firm:

SL.No.	Items	Make and Model	Price per Unit in Rs.	Taxes (Including all @ ... %)	Price per unit in Rs (including all taxes)
1	Training Chair with Tablet				
2	Virtue Study Chair with lumber support and hand rest				
3	4 door Bookcase				

Name and signature of the authorized signatory
with seal of the firm / company