



Guwahati Biotech Park

Amingaon, Kamrup Near SP Office

Guwahati- 781 031

GBP/3.1 /2026-27/ 7170

Date: 21 / 07 /2026

NOTICE INVITING QUOTATION (NIQ)

FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF SPLIT AIR CONDITIONERS AT CAIF & BIF LAB OF GUWAHATI BIOTECH PARK

Sealed quotations are hereby invited from eligible authorized dealers / suppliers / agencies / firms having experience in the field of air-conditioning works for supply, installation, testing and commissioning of Split Air Conditioners at Guwahati Biotech Park, Amingaon, Kamrup, Guwahati.

The last date for submission of quotation is 27 / 07 / 2026 up to 2:00 PM.

The sealed quotation shall be opened on 27/07/2026 at 3:00 PM.

1. Scope of Work

The work includes supply, installation, testing and commissioning of Split Air Conditioners complete in all respects, including all accessories, fittings, mounting arrangements, stabilizers, outdoor stands, interconnection, and any incidental work required for successful installation and operation of the units at Guwahati Biotech Park.

2. Submission of Quotation

The quotation shall be submitted in a sealed envelope superscribed as:

“Quotation for Supply, Installation, Testing and Commissioning of Split Air Conditioners at Guwahati Biotech Park”

And addressed to:

The Chief Executive Officer

Guwahati Biotech Park

Amingaon, Kamrup, Guwahati – 781031, Assam

3. Eligibility Criteria / Mandatory Documents

The bidder must submit the following self-attested documents along with the quotation. Quotations without these documents may be rejected:

A. Statutory / Registration Documents

1. Valid GST Registration Certificate of the firm / agency.
2. Copy of PAN Card of the firm / proprietor / company.
3. Trade License / Firm Registration Certificate / Certificate of Incorporation, as applicable.

B. Tax Compliance Documents

1. Latest GST Return as proof of GST compliance.
2. Income Tax Return (ITR) of the firm / bidder for the last financial year.
3. Undertaking regarding tax compliance, stating that the firm is compliant with applicable tax laws and statutory requirements.

C. Technical / Experience Documents

1. Copy of work orders / completion certificates / experience certificates for similar nature of work, if available.

4. Terms and Conditions

4.1 Site Visit

Before submission of quotation, the bidder may visit the site/lab where the work is to be carried out, so as to assess the actual requirement, site condition and installation feasibility.

4.2 Quoting of Rates

Rates shall be quoted strictly in the format prescribed in Annexure-I (Schedule of Rate).

The quoted rate shall include:

- Supply of Split AC units
- Transportation / delivery
- Installation / fitting
- Indoor and outdoor mounting

- Testing and commissioning
- All tools, labour, consumables and incidental charges required for successful completion of the work

GST shall be shown separately in the quotation.

4.3 Completion Period

The selected bidder shall complete the work within 7 (seven) days from the date of issue of the work order or as directed by the authority.

4.4 Quality of Material

The Split AC units supplied shall be of approved make and shall conform to the specification mentioned in Annexure-I. The unit should be complete with standard accessories and ready for operation.

4.5 Warranty

The supplied air conditioners shall carry the manufacturer's standard warranty. Any defect noticed during the warranty period attributable to supply or installation shall be rectified by the supplier at no extra cost, as per applicable warranty terms.

4.6 Payment Terms

1. 90% of the bill amount shall be released within 2–3 weeks after successful completion of supply, installation and submission of bill/invoice along with required documents, subject to verification by the competent authority.
2. The remaining 10% amount shall be retained as Security Deposit / Performance Security and shall be released after 6 (six) months from the date of successful completion, subject to satisfactory performance of the installed units.

4.7 Validity of Quotation

The quotation shall remain valid for a period of 90 (ninety) days from the date of submission/opening of quotation.

4.9 Right to Accept / Reject

Guwahati Biotech Park reserves the right to accept or reject any or all quotations without assigning any reason thereof. The authority also reserves the right to cancel or modify the quotation process at any stage if considered necessary.

4.10 Incomplete Quotations

Incomplete quotations, quotations without mandatory documents, quotations not submitted in the prescribed format, or quotations received after the due date and time may be rejected.

4.11 Conditional Quotations

Conditional quotations are liable to be rejected.

5. Annexure to be submitted by the bidder

The bidder shall submit the following documents in sequence:

1. Annexure-I – Schedule of Rate duly filled and signed
2. Annexure-II – Bidder's Information & Compliance Sheet
3. Annexure-III – Self Undertaking for Tax Compliance

Sd/

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Chief Executive Officer
Guwahati Biotech Park

ANNEXURE – I

SCHEDULE OF RATE

Ref. No.: GBP/3.1/2026-27/ 7170

Date: _____

**Name of Work: Supply, Installation, Testing and Commissioning of Split Air
Conditioner at Honey Testing Lab of Guwahati Biotech Park**

Sl. No.	Description of Item	Unit	Quantity	Rate (₹)	Amount (₹)
1	Supply & installation of make 3 Star Hi-Wall Split Inverter Air Conditioner complete with indoor & outdoor unit, cordless remote and copper condenser coil. Make: Voltas / Carrier / Daikin / Bluestar / Godrej				
a)	2.00 TR	No.	4		
2	Supply & installation of suitable Voltage Stabilizer for above AC units	No.	4		
3	Supply & installation of Outdoor Stand	Set	4		
	Sub Total (A):				
	GST @ ____ % on (A)				
	Grand Total:				

Amount in Words: Rupees _____ only.

Signature of Bidder with Seal

Name of Firm: _____

Name of Authorized Signatory: _____

Mobile No.: _____

Date: _____

ANNEXURE – II
BIDDER'S INFORMATION & COMPLIANCE SHEET

1. Name of the Firm / Agency: _____
2. Address of the Firm / Agency: _____
3. Name of Proprietor / Authorized Signatory: _____
4. Contact No.: _____
5. E-mail ID: _____
6. GST Registration No.: _____
7. PAN No.: _____
8. Trade License / Registration No.: _____
9. Whether latest GST return enclosed: Yes / No
10. Whether latest ITR enclosed: Yes / No
11. Whether work experience / work order copies enclosed: Yes / No
12. Whether Self undertaking for tax compliance enclosed: Yes / No
13. Whether Annexure-I duly signed enclosed: Yes / No
14. Whether Annexure-II duly signed enclosed: Yes / No
15. Whether Undertaking for Tax Compliance duly signed enclosed: Yes / No

Signature of Bidder with Seal

Date: _____

ANNEXURE-III

Self–Undertaking for Payment of Statutory Taxes (For New Tender Submission)

To,

The Procuring Entity,

Name of Department/Organization:

Address:

Subject: Self–Undertaking regarding payment of statutory taxes before applying for tender

Tender/Bid Reference No & Date: _____

1. I/We have duly paid and cleared all statutory taxes, cess, dues, and levies payable to Local Authorities, Panchayats, Municipalities, State Government, and the Central Government up to the date of this tender submission and undertake to promptly discharge any such dues that may arise during the tenure of the contract.
2. I/We shall be solely responsible for payment of all applicable taxes, including GST, duties, license fees, cess, and any other statutory liabilities arising in connection with the performance of the contract.
3. I/We undertake to immediately inform the Procuring Entity of any statutory revision, demand, or default and shall bear complete responsibility for settlement of such dues, keeping the Procuring Entity fully indemnified against any liability in this regard.
4. I/We hereby confirm that all notices, demands, or proceedings issued by any Tax Authority up to the date of this submission have been duly complied with and settled. Any outstanding demand has been disclosed to the Procuring Entity, and I/We undertake to settle the same before award of contract, keeping the Procuring Entity indemnified against any liability.
5. In case of any reduction in the rate or amount of GST, taxes, duties, or levies after the Notification of Award, the corresponding benefit shall be duly passed on to the Procuring Entity without delay.
6. This undertaking shall remain valid and binding for the entire duration of the tender evaluation and, if awarded, for the full tenure of the contract including any extensions, until its closure.
7. I/We understand that at any stage if it is found that any statement or document submitted is false/forged/invalid, the Procuring Entity has discretion to terminate the contract and proceed with alternate arrangements as per the tender's risk purchase clause if any.

I/We declare that the above statements are true to the best of my/our knowledge and belief.

Authorized Signatory

Name: _____

Designation: _____

Firm/Company Name: _____

Date: _____

Place: _____

Company Seal: