

GUWAHATI BIOTECH PARK

Technology Incubation Centre, Near S.P. Office, Amingaon, Guwahati – 781 031, Assam

Website: www.guwahatibiotechpark.com

NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT (ARC) 2026–27 (SINGLE BID SYSTEM) FOR SUPPLY OF CHEMICALS, SOLVENTS, REAGENTS, GLASSWARE, PLASTICWARE, MOLECULAR BIOLOGY REAGENTS & LAB CONSUMABLES

NIT Ref. No.: GBP/8.2.5/2026-27/ARC-01 Dated: 16.09.2026

1. CRITICAL DATES & TENDER DATA SHEET

Tender Parameter	Details / Specifications
NIT Reference Number	GBP/8.2.5/2026-27/ARC-01
Name of Work	Annual Rate Contract (ARC) for Laboratory Consumables (2026–27)
Mode of Tendering / Bid System	SINGLE BID SYSTEM (Technical Profile, Fee details, Price List & Discount Offer in One Single Sealed Envelope)
Tender Duration / Bidding Period	21 (Twenty-One) Days from the date of publication of this NIT
Availability / Collection of Tender Document	Can be downloaded from GBP official website (www.guwahatibiotechpark.com) OR collected in person from Guwahati Biotech Park Office during working hours
Tender Registration / Fee (Non-refundable)	₹2,000/- via Demand Draft or NEFT/RTGS to 'Technology Incubation Centre GBP'
Earnest Money Deposit (EMD)	₹10,000/- via Demand Draft in favor of 'Technology Incubation Centre GBP' (MSME/NSIC Exempted)
GBP Bank Details for Fee / EMD Transfer	Account Name: Technology Incubation Centre GBP Bank: Axis Bank, Amingaon Branch Account No: 918010089862862 IFSC Code: UTIB0003343
Validity of Tender Offer	180 Days from the date of tender opening
Contract Duration	Initially for 1 (One) Year, extendable up to 2 additional years on mutual agreement and satisfactory performance
Place of submission	Guwahati Biotech Park
Type of Bid	Single Bid
Quantity required :	As and when required basis
Last date & Time of Submission	06.10.2026, up to 14:00 Hrs (2:00 PM)
Date & Time of opening of Bid	06.10.2026, at 15:30 Hrs (3:30 PM)

Tender Parameter	Details / Specifications
Payment Terms	100% within 30 days after complete safe delivery, physical inspection, and user acceptance. No advance/part payment.

2. SCOPE OF CONTRACT & PRODUCT CATEGORIES

Guwahati Biotech Park (GBP) invites sealed single-bid rate contract applications from Original Consumable Manufacturers (OCM) or their Authorized Dealers/Distributors for entering into an Annual Rate Contract (ARC) across the following categories:

Code	Category Name	Broad Scope & Description	Indicative Makes / Brands
ARC-01	Chemicals, Solvents & Bio-Chemicals	General laboratory chemicals, ACS/AR/HPLC/Spectroscopy grade solvents, buffer salts, organic intermediates, reference standards, biochemicals, fine chemicals.	Merck, Sigma-Aldrich, SRL, Spectrochem, Rankem, CDH, SD Fine, Fisher Scientific, Loba Chemie, Alfa Aesar, Hi-media.
ARC-02	Molecular Biology & Proteomics	Enzymes, PCR/qPCR master mixes, primers/oligos, transfection reagents, nucleic acid purification kits, CRISPR genome editing tools, cloning vectors, recombinant proteins, growth factors, antibodies, ELISA kits.	Qiagen, Invitrogen (Thermo), Bio-Rad, Promega, Takara, New England Biolabs (NEB), Genei Laboratories, Hi-media. Hi-Media, Gibco (Thermo), Sigma, Lonza, Corning.
ARC-03	Cell & Tissue Culture Media	Cell culture media, serum (FBS), pathogen culture media, stem cell media, antibiotics, growth supplements, cryopreservation reagents, sterile media components.	Qiagen, Invitrogen (Thermo), Bio-Rad, Promega, Takara, New England Biolabs (NEB), Genei Laboratories, Hi-media. Hi-Media, Gibco (Thermo), Sigma, Lonza, Corning.
ARC-04	Laboratory Glassware	Complete range of borosilicate laboratory glassware: volumetric flasks, beakers, measuring cylinders, pipettes, chromatography columns, condensers, test tubes, sintered ware etc.	Borosil, Schott Duran, Riviera, Vensil, JSGW, Thermo Fisher, Supratek.
ARC-05	Plasticware & Liquid Handling	Microcentrifuge tubes, PCR tubes/plates, sterile filter tips (RNase/DNase/Pyrogen free), cryovials, tissue culture treated flasks/dishes, cryoboxes, manual pipettes, multichannel micropipettes etc.	Eppendorf, Tarson, Abdos, Axygen, Corning-Falcon, Borosil, Axiva, Supratek. Whatman (Cytiva), Millipore, Sartorius, Pall Gelman, MDI, Genaxy, Cole-Parmer, Dispovan.
ARC-06	Filtration & General Lab Consumables	Syringe filters, membrane filters (PVDF/PTFE/NC/Nylon), Whatman filter papers, TLC plates, gloves (Nitrile/Latex), biosafety autoclave bags, general laboratory plastic/rubber wares etc.	Eppendorf, Tarson, Abdos, Axygen, Corning-Falcon, Borosil, Axiva, Supratek. Whatman (Cytiva), Millipore, Sartorius, Pall Gelman, MDI, Genaxy, Cole-Parmer, Dispovan.

3. INSTRUCTIONS TO BIDDERS & TERMS OF CONTRACT

3.1 Tender Availability & Submission Guidelines

- a. Document Availability & Tender Days: The detailed tender document can be downloaded from the Guwahati Biotech Park website (www.guwahatibiotechpark.com) or collected in person from the Guwahati Biotech Park Office during normal office working hours (9:30 AM to 5:00 PM). The total bidding period is 21 (twenty-one) days from the date of publication.
- b. Single Sealed Envelope: This tender shall be submitted under a SINGLE BID SYSTEM. The complete offer—comprising the technical profile, eligibility documents, EMD, Tender Fee receipt, Manufacturer Authorization (MAF), flat discount schedule (Form-3), undertakings, and manufacturer printed price list / CD—must be submitted together in One Single Sealed Envelope.
- c. Superscription: The envelope must be superscribed: 'QUOTATION FOR ANNUAL RATE CONTRACT (ARC 2026–27) - REF NO: GBP/8.2.5/2026-27/ARC-01' and addressed to The Chief Executive Officer, Guwahati Biotech Park, Amingaon, Guwahati – 781031, Assam.

3.2 Eligibility & Land Border Rule (GFR 144(xi))

- a. Authorized Dealership: The bidder should be an Original Consumable Manufacturer (OCM) or their Authorized Direct Dealer/Distributor. For authorized distributors, a tender-specific Manufacturer Authorization Certificate (MAF) in original must be furnished.
- b. Land Border Compliance: Compliance with GFR 2017 Rule 144(xi) is mandatory: Any bidder from a country sharing a land border with India will be eligible only if registered with the Competent Authority (DPIIT).
- c. Experience & Financials: The bidder must possess at least 3 years of proven experience supplying reputed Govt. research organizations (CSIR, ICMR, NIPER, IITs, DBT, BARC, DRDO). Enclose copies of existing ARCs or completion certificates.
- d. Turnover Threshold: The bidder must have an average annual financial turnover of at least ₹2.00 Crores over the last 3 fiscal years. (Enclose Audited Balance Sheets and ITR).

3.3 Discount Structure, Price List & Fall Clause

- a. Uniform Discount: Firms must quote a flat uniform percentage discount on the manufacturer's printed price list/catalogue for 2026–27. Rates quoted must be strictly on F.O.R. Guwahati Biotech Park (Door Delivery) basis.
- b. Price List Submission: The bidder must enclose one copy of the latest official printed price list and a soft copy in searchable Excel/XML format with HSN code, product code, list price, and applicable GST.
- c. Fall Clause: If the ARC holder sells or offers identical products to any other Govt. Department, CSIR/DBT Lab, or University at a lower price or higher discount during the contract currency, the ARC price shall stand automatically reduced to that lower rate with retrospective effect.
- d. GST & Taxes: Taxes will be applicable as per prevailing GST laws.

3.4 Delivery, Minimum Shelf Life & Liquidated Damages

- a. Delivery Schedule: Standard supplies must be completed within 4 weeks of Purchase Order. Critical life-science reagents must be supplied within 48–72 hours or 1–2 weeks on emergency request.
- b. 75% Shelf Life Rule: All chemicals, kits, sera, and reagents must be delivered with at least 75% remaining shelf life from the date of manufacture. Chemical items with less than 6 months expiry will not be accepted.

c. LD & Risk Purchase: Late deliveries will attract Liquidated Damages @ 0.5% per week, up to a maximum of 10% of PO value. In case of non-supply or defective supplies, GBP reserves the right to procure goods from open market sources at the vendor's risk and cost.

3.5 Performance Security, Evaluation & Parallel Rate Contracts

a. Performance Security: Successful bidders must submit a Performance Bank Guarantee (PBG) of ₹25,000/- per awarded category, valid for 60 days beyond contract completion.

b. Evaluation & Parallel ARC: Bids will be evaluated based on responsiveness to eligibility criteria, offered discount percentages, and brand reputation. GBP reserves the right to enter into Parallel Rate Contracts with more than one party for similar items to ensure uninterrupted research activities.

c. Termination for Default: Default occurs if the supplier fails to execute orders within the stipulated time or breaches contract terms without taking remedial action within 15 days of notice. In such events, GBP reserves the right to terminate the contract and forfeit security deposits.

d. Applicable Law: The contract shall be governed by the laws of India and subject to the exclusive jurisdiction of the competent courts in Guwahati, Assam.

4. 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.

ANNEXURE I: APPLICATION FORM FOR RATE CONTRACT (ARC FORM)

Sl	Required Information / Document Checklist	Bidder's Details / Compliance
1	Applicant Firm / Bidder Name	
2	Registered Correspondence Address (with Tel, Mobile, Email)	
3	Status of the Bidder (Manufacturer / Authorized Stockist / Dealer)	
4	Tender Fee Payment Details (DD / UTR No., Date, Bank, Amount: ₹2,000/-)	
5	Earnest Money Deposit (EMD) Details (DD No., Date, Bank, Amount: ₹10,000/-)	
6	GSTIN Registration Number (Enclose self-attested copy)	
7	Permanent Account Number (PAN) / TAN (Enclose self-attested copy)	
8	Annual Turnover (FY 2023-24, 2024-25, 2025-26 - Enclose Audited Statements)	
9	Tender Specific Manufacturer's Authorization (MAF) Attached? (Yes / No)	
10	Price List / Catalogue Submitted for FY 2026-27 (Hard Copy & Soft Copy Excel)	
11	GFR 144(xi) Land Border Declaration & Undertakings Attached? (Yes / No)	
12	Authorized Contact Person (Name, Designation, Direct Phone, Email ID)	

Authorized Signatory: _____

Name & Designation: _____

Official Seal & Date: _____

ANNEXURE II: MANUFACTURER'S AUTHORIZATION FORM (MAF)

(To be executed on the official letterhead of the Original Consumable Manufacturer)

To,
The Chief Executive Officer,
Guwahati Biotech Park, Amingaon, Guwahati – 781 031, Assam

Subject: Manufacturer's Authorization for Single Bid ARC Tender Ref No. GBP/8.2.5/2026-27/ARC-01

Sir,
We, M/s. _____, who are established and reputable manufacturers of
_____ (Product Categories / Brand Names) having factories at
_____, hereby authorize M/s.
_____ (Name & Address of Agent/Distributor) to submit a single bid
quotation, negotiate, finalize the Rate Contract, raise invoices, and collect payments against your tender on our
behalf.

We confirm that no entity other than M/s. _____ is authorized to act
on our behalf for this contract. We extend our full warranty, product quality guarantee, and technical support for
all products supplied. We further certify that the prices quoted by our distributor shall not exceed the rates that
we would have quoted directly.

Authorized Signatory of Manufacturer: _____

Name & Designation: _____

Official Seal & Date: _____

ANNEXURE III: DISCOUNT & PRICE SCHEDULE (SINGLE BID OFFER)

(To be filled completely and enclosed in the single bid envelope. Flat discount must be offered on official printed Price List 2026–27)

Sl	Code	Category Description	Brand / Make	Price List Year	Flat Discount (%)	GST (%)
1	ARC-01	Chemicals, Solvents & Bio-Chemicals		2026-27		
2	ARC-02	Molecular Biology & Proteomics		2026-27		
3	ARC-03	Cell & Tissue Culture Media		2026-27		
4	ARC-04	Laboratory Glassware		2026-27		
5	ARC-05	Plasticware & Liquid Handling		2026-27		
6	ARC-06	Filtration & General Lab Consumables		2026-27		

Authorized Signatory of Manufacturer: _____

Name & Designation: _____

Official Seal & Date: _____

ANNEXURE IV: CERTIFICATES & UNDERTAKINGS

(To be executed on the official letterhead of the Bidder and submitted within the single bid envelope)

1. CERTIFICATE OF PRICE REASONABILITY & JUSTIFICATION:

I/We hereby certify that the flat discount offered to Guwahati Biotech Park is our best commercial rate and is not less than the discount offered to any other Central/State Govt. Department, CSIR/DBT/ICMR Institute, or University during the last 12 months.

2. CERTIFICATE OF NON-BLACKLISTING:

I/We hereby declare that our firm/company has never been blacklisted, debarred, or banned by any Central/State Government, autonomous research institution, or drug procurement authority.

3. GFR 144(xi) LAND BORDER RULE DECLARATION:

I/We have read the order regarding restrictions on procurement from bidders of countries sharing a land border with India. I certify that this bidder is not from such a country / is registered with the Competent Authority.

4. NO DEVIATION CERTIFICATE:

I/We certify that our proposal contains no technical or commercial deviations from the terms of ARC Tender No. GBP/8.2.5/2026-27/ARC-01.

Authorized Signatory: _____

Name & Designation: _____

Firm Stamp & Date: _____

ANNEXURE V: PROFORMA FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be stamped on Non-Judicial Stamp Paper of appropriate value as per Assam Stamp Act, from any Nationalized / Scheduled Commercial Bank having a branch at Guwahati)

To,
The Chief Executive Officer,
Guwahati Biotech Park, Technology Incubation Centre,
Near S.P. Office, Amingaon, Guwahati – 781 031, Assam

WHEREAS M/s. _____ (hereinafter called the "Supplier") has undertaken, in pursuance of Letter of Intent / Rate Contract No. _____ dated _____ to supply Laboratory Chemicals, Reagents, Glassware, Plasticware, and Lab Consumables under Annual Rate Contract (ARC) 2026–27 to Guwahati Biotech Park (hereinafter called "the Purchaser").

AND WHEREAS it has been stipulated by you in the said Rate Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized Nationalized/Scheduled Commercial Bank for the sum of ₹25,000/- (Rupees Twenty-Five Thousand only) as security for compliance with the Supplier's performance and supply obligations in accordance with the Contract.

AND WHEREAS we, _____ (Name of Bank, Branch Address), having our registered office at _____ (hereinafter called "the Bank"), have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ₹25,000/- (Rupees Twenty-Five Thousand only), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ₹25,000/- as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall be irrevocable and shall remain valid until the _____ day of _____, 202____ (valid for 60 days beyond the complete contractual obligations period).

Notwithstanding anything contained hereinabove:

1. Our liability under this Bank Guarantee shall not exceed ₹25,000/- (Rupees Twenty-Five Thousand only).
2. This Bank Guarantee shall be valid up to _____ [Date].
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ [Expiry Date + 60 days claim period], whereupon all your rights under this guarantee shall be forfeited and the Bank shall be released and discharged from all liabilities.

IN WITNESS WHEREOF the Bank, through its authorized officer, has set its hand and stamp on this _____ day of _____ 2026 at _____.

Signature & Stamp of Authorized Bank Official: _____
Name & Designation: _____
Bank Name & Branch Code: _____
Guwahati Branch Address for Enforcement: _____