



**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**  
**AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT**  
**OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)**  
Vigyan path, Paschim Boragaon, Garchuk,  
Guwahati – 781 035, India.

**NOTICE INVITING QUOTATION**

Advt. No.:117

Date: 04 /02 /2018

Sealed quotations are invited in 2 (two) Bid from the reputed Firms/Contractors having credential of similar work in well-known Institution / Organization for designing, making and installation of the interior work of Knowledge Resource Center/Library of IASST, Guwahati. Interested party may submit quotation during office hours up to 1.00 pm on or before 06 /03/ 2018 and opening of the technical bid will be at Office of the Registrar, IASST, Guwahati – 781035 on Dtd: 07/03/2018 at 11A.M. For detail specification visit IASST web site [www.iasst.gov.in](http://www.iasst.gov.in)

**Eligibility Criteria for the Bidders:**

All bidders are advised to go through the following terms & conditions:

1. The Bidder should be a reputed Manufacturer/authorized distributors/dealers having after sales service agreement with the OEM (proof for the same to be enclosed along with address, phone nos. & E-mail etc. of the Service Centre).
2. If the bidder is an ISO certified Company, then documentary proof should be enclosed.
3. The bidder should have experience of more than five years in execution and maintenance of equipment quoted (A certified of establishment to be provided).
4. The bidder should have necessary experience for designing and making interior work of museum of Assam at least three similar job of value Rs. 11.00 lakh or two similar job of value Rs. 16.00 lakh or one similar job of value Rs. 22.00 lakh. Similar work mean interior works of library, museum etc.
5. The bidder should have local office in Assam with sound supporting staff.
6. The bid document complete in all respect should reach the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Guwahati – 781035 on or before 06 /03/2018 by 1 P.M. No bids after the last date shall be entertained.

**Terms & Conditions:**

1. Bidders submit the quotation in 2 (two) Envelope  
Envelope – I = Technical Bid  
Envelope – II = Price Bid with details BOQ and specifications.
2. Bids opening: - The technical bid opening will be done in the presence of contractors who wish to witness the bid opening. Price bid opening will also be done in presence of contractors who have qualified for price bid opening.
3. Completion: On or before / /2018 and submit clearance certificate from local administration.
4. Taxes if any shall be clearly mentioned, in the quotation.
5. The items to be brought to IASST if rejected by the competent authority shall be removed / replaced within 24 hours of such rejection.

6. The undersigned reserve the right to accept or reject any or all the quotations without assigning any reason thereof.
7. Bidder should mention the terms and conditions in detail and the quotation must have at least 1 month's validity.
8. Every page of the bid document should be properly signed, sealed by authorized signatory.
9. Necessary supporting document like Firm/Contractor Registration, Sales tax registration, Service tax registration, GST registration, and PAN card should be submitted along with quotation.
10. Minimum Turnover of the firm/Contractor Rs. 27.00 lakh during last 3 (three) financial year vetted by C.A

Registrar, IASST

# Notice Inviting Quotation

## Sequence of documents to be provided / enclosed in each copy of the bid documents:

1. Forwarding letter duly signed by the Authorized person.
2. Balance sheet with auditor's report for the last three financial years
3. Latest Income Tax Clearance Certificates.
4. Copy of Certificate of Registration for Central Sales Tax/VAT/GST
5. Copy of PAN Card.
6. Proof of the authorized agent/distributor/supplier.
7. Compliance sheet stating the deviation, if any, with reference to the terms and specifications of the equipment/its accessories.
8. Certificate in support of the authorized agent/distributor/supplier.
9. Sole Proprietary/sole manufacturer certificate for proprietary item.
10. List of similar equipments supplied by the firm with addresses and phone numbers of customers with satisfactory completion certificate/ working certificates.
11. Name and address of registered office, Head Office and Regional Office of the company with name and phone numbers of key persons.
12. Self-declaration at Annexure –I
13. Format of Manufacturer/Supplier/Distributor information at Annexure –II.
14. Technical Specification at Annexure – III
15. Financial Bid at Annexure – IV
16. Contract Form at Annexure –V
17. Acceptance of all clauses of bids specification duly signed page wise.

**All the above documents except sl. no.10 should be enclosed with the Technical Bid. Sl. No.10 to be submitted in a separate sealed envelope.**

## Service level agreement

# **Conditions forming part of NIQ**

1. Price of the equipment to be quoted for FOR at IASST only.
2. The two bid system should be followed for this NIQ. Under this system the bidder must submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Commercial Bid on cover page of the envelop for each item quoted. Both the sealed envelope should be placed in a third larger envelop. The main envelope which will contain both the bids should be super scribed with NIQ enquiry no. and name of the equipment quoted for.
3. The bidder shall be required to deposit Rs. 54,000/- **Earnest Money** of estimated value of equipment to be supplied along with the Technical Bid, through Bank Draft/ Fixed Deposit Receipt/Bank Guarantee drawn in favour of '**The Director, IASST**' payable at Guwahati. All quotation submitted without requisite amount of earnest money shall be rejected and their financial bid shall not be opened. The EMD will be returned to the bidders(s)/Agents whose offer is not accepted by IASST within one month from the date of placing of final order(s) to the selected bidder(s). In case of bidder(s) whose offer is accepted, the EMD will be returned on submission of Performance Bank Guarantee. The IASST shall forfeit EMD, if the successful bidder fails to furnish the required Bank Guarantee. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to bidders.
4. The Technical Bids will be opened in presence of the bidders on the specified time and date. The bidder/their authorized agents who have responded to the quotation will be allowed to be present in the opening. The bidders are requested not to insert their quoted price in Technical Bid which will lead the quotation for summarily rejection.
5. The Technical Bids will be evaluated to shortlist the eligible bidders. The Price Bids of only the short listed bidders shall be considered for further processing. Bidders whose Technical Bid is found acceptable and meets the eligibility requirements as specified in this NIQ will be informed about the date and time of the opening of Price Bid.
6. The Successful bidder will have to submit within ten (10) days of the award of the contract, Performance Bank Guarantee equivalent to 5% of the total value of purchase order in the form of Bank Guarantee favouring the Director, IASST payable at Guwahati valid till completion of warranty period.
7. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
8. The bids received after the deadline for submission of bids prescribed by the IASST will be rejected and such bids shall be marked as late and not considered for further evaluation.
9. The IASST may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the IASST and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
10. The original and all copies of the bid shall be typed and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.

11. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the NIQ not later than the time and date specified therein. In the event of the specified date for the submission of bid being declared a holiday for the IASST, the bid will be received up to the appointed time on the next working day.
12. The bidder should submit soft copies of both the bids in soft copy format through CD. The format of soft copies should in M.S. Word format.
13. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The IASST Authority has the right to reject any bids on technical grounds without assigning any reason thereof.
14. IASST shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
15. Prices shall be quoted in Indian Rupees for offers received for supply within India and in their currency as per the Financial Bid format in case of offers received for supply from foreign countries. The prices quoted should be FOB, CIF or FOR, IASST destination.
16. The IASST may open a letter of Credit or Wire Transfer in cases where it so decides. Any variation in price from the importer and manufacturer be indicated well in advance.
17. The imported equipments should be quoted by the authorized supplier/dealer. In this case, commitment of after sales service with the period applicable should be clearly mentioned.
18. Compliance sheet should indicate in details of meeting up of specifications required. The bidder can mention the additional features that exist in quoted products, if any, separately.
19. Payment shall be made after delivery, successful installation, commissioning, and submission of Bank Guarantee and on submission of installation and warranty certificate duly signed and stamped by the authorized representative of the user department. **No advance payment will be made in case of equipment supplied by indigenous supplier.** In case of imported equipments 100% payment will be made through letter of credit for equipment costing USD 20000.00(or equivalent foreign currency) or more with payment terms 80% after shipment and balance 20% after satisfactory installation and commissioning along with submission of Performance Bank Guarantee. Equipment costing below USD 20000.00 (or equivalent foreign currency) will be made after installation through Foreign Demand Draft or through wire transfer.
20. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes (please see Financial Bid format).
21. Prices quoted should be FOB/FOR, IASST, Guwahati inclusive of all charges required to make the equipment functional to the satisfaction of the Institute, otherwise it would be presumed that the quoted prices are inclusive of all charges, if applicable.
22. In case price for imported goods are quoted in FOR, the IASST will provide customs duty exemption certificate, if the import is made in the name of IASST and the supplier should submit original Bill of Entry in the name of the Registrar, IASST.
23. Delivery should be within specified days mentioned in Purchase Order. If the equipment/instruments are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof, and the amount will be deducted from the payment on account of purchase.
24. The suppliers will undertake warranty of equipment/instruments from the date of installation and shall have to mention the period of warranty in both the bids clearly.

25. The quotations must be valid for a minimum period of 90 days (three months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
26. All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
27. The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
28. The bidder should indicate clearly in their technical bid about the pre-installation requirements. Subsequently, before the consignment lands in IASST, the bidder shall confirm that the pre-installation requirements are sufficient for installation of the equipments.
29. Installation, testing, commissioning of the equipments should have to be carried out by Technical experts of the company/supplier up to the satisfaction of user department of IASST.
30. Free training shall be imparted to faculty/technical staff for operation, maintenance and troubleshooting at the user department of IASST.
31. The equipment should be supplied with manuals containing technical drawings, complete in all respects, so as to operate the system without having any problem.
32. The bidder may submit the proprietary certificate for the item(s), if applicable.
33. In a bid, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same bid.
34. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same bid for the same product.
35. IASST reserves the right to purchase varying quantity of material, less or more.
36. In the process of evaluation, comparison of bids, IASST reserves the right to reject any or all bids.
37. In case replacement of a part becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the equipments shall be used. The supplier/vendor shall maintain details of the replacements and repairs carried out, if any, in any equipment/instrument in a separate document and produce the details as and when required by the user department of IASST. The cost of the parts will be borne by the supplier.
38. In case of complaint regarding repairing/replacement of equipment/instrument within the warranty period, the supplier will provide repair/replacement immediately. In case of non-compliance or delayed compliance, supplier will be penalized with an amount mutually agreed upon and it would be deducted from the Bank Guarantee.
39. The technical specification wherever given in the items' specification format is basic. The equipments/instruments may also be evaluated as per additional provisions and facilities.
40. All corrigenda will only be notified on the IASST website.
41. The bidder should make arrangement of insurance of the equipment against all risks of loss or damage from the date of shipment till such time it is delivered at IASST site in case of Rupee/Foreign currency terms.

42. The successful bidder should transport their products through the Institute's empanelled Carrying and Forwarding Agent from CIF/CIP destination.
43. The Director, IASST shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final.
44. If any dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, will be settled under the jurisdiction of Court of Law of Guwahati.
45. The Institute is not bound to accept the lowest bidder.
46. Purchase terms and condition as per General Financial Rule (GFR) will be applicable for all the purchases to be made.

Authorize Signature of the firm

Name:

Designation:

**ANNEXURE -I**  
**Self-Declaration to be given by the bidder**

NIQ Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No:

Fax No:

Email:

The Registrar,  
Institute of Advanced Study in Science and Technology (IASST),  
Vigyan Path, Paschim Boragaon, Guwahati – 781035.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipments/instruments at Institute of Advanced Study in Science and Technology (IASST) and accept the same.

**We also hereby declare** that we have not been blacklisted/debarred by any Government/Undertaking.

That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.

That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized  
Signatory)

Name:

Designation:

Phone No:

Seal:

Date: -----

Place: -----



**ANNEXURE - II**

**FORMAT FOR OTHER INFORMATION**

(To be filled in by the bidder)

Cost of Bid: Rs. 1000/- -----

Cash receipt/Bank Draft No: -----

Date: -----

Name of the firm: -----

Address: -----

Telephone/Mobile No: -----

Fax Number: -----

Email: -----

TIN/VAT/CST No: -----

Firm Registration No: -----

PAN: ----- (If any)

(Attach photocopy)

**Details of Earnest Money (Bids Security) @ 2% of the estimated values of the equipment to be provided.**

- a) Bank Draft/Pay Order No.
- c) For Rs.

- b) Date.
- d) Drawn On.

Place -----

Date -----

(Signature of the authorized person)

Name of the Contact person

Name of the Firm

Contact No.

Seal

ANNEXURE – III

**TECHNICAL SPECIFICATION**

**NIQ No. :**

**Sl. No.(as per NIQ) :**

**Name of Equipment:**

**Make:**

**Model:**

**Country of origin:**

S L. N O	Technical Specifications (as per. NIQ No.----- dt. -----)	Technical Specifications of the Make/Model	Complie s (Answer Yes/No)	Higher/Better (with detail quantification)	
				Higher/Better	Quantification
1.					
2.					
3.					

Place -----  
Date -----

(Signature of the authorized person)  
Name of the Contact person  
Name of the Firm  
Contact No.

Seal

**ANNEXURE - IV**

**FINANCIAL BID**

<b>Sl.No</b>	<b>Equipments &amp; Specifications</b>	<b>Amount</b>
	Basic Cost of the Equipment	
	Sales tax & other taxes	
	Excise duty, if any	
	Customs duty, if any	
	Packaging & forwarding charges, if any	
	Octroi Duty, if applicable,	
	Training cost, if any	
	Installation and Commissioning cost, if any	
	Any other charges, if any	
	<b>Grand Total ( in figure &amp; words)</b>	

(Signature of the authorized person)

Name of the Contact Person

Name of the Firm

Contact No.

**ANNEXURE –V**

**CONTRACT FORM**  
**(To be filled by the successful bidder only)**

**THIS AGREEMENT** is made on the ----- day of -----,20----- between the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Guwahati – 781035 (hereinafter called “the Purchaser”) of the one part and -----(Name of Supplier) of ----- (city and country of Supplier) (hereinafter called “the Supplier”) of the other part:

**WHEREAS** the Purchaser is desirous that certain equipment/instrument and after sales services viz, ----- (Brief Description of equipment/instrument and after sales services) and has accepted a bid by the Supplier for the supply of those equipment/instrument and after sales services for the sum of ----- (Contract Price in Words and Figures) (hereinafter called ‘the Contract Price’).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In consideration of the payments to be made by the IASST to the supplier as hereinafter mentioned, the Supplier hereby covenants with the IASST to provide the equipment/instrument and after sales services and to remedy defects therein in conformity with the provisions of the Contract in all respects.
3. The IASST hereby covenants to pay the Supplier in consideration of the supply of the equipment/instrument and after sales services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the equipment and after sales services which shall be supplied/provided by the Supplier are as under:

SL. NO	BRIEFDESCRIPTION OF EQUIPMENT/INSTRUMENT AND AFTER SALES SERVICES	QUANTITY TO BE SUPPLIED	UNIT PRICE	TOTAL PRICE	DELIVERY TREMS
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Fig: Sketch MAP of IASST Library



**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**  
An Autonomous Institute under Department of Science and Technology Govt. of India,  
Paschim Boragaon, Garchuk, Guwahati-781035

**Part B (Price Bid)**

**Detail specification, material and work**

SL. NO	ITEMS	PARTICULARS	QNTY	RATE	AMOUNT
1.	Notice Board	(Alkosign) 4'x3' size	One		
2.	Property Counter	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded) box type having 30 equal chamber (5'Lx 16"Bx 6.5'H size)	One no		
3.	Issue Counter/ Reception Desk/ RFID Station	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded), Front side height 42", Storage box, Cupboard, one drawer, Computer table & charging tray facilities with working facilities of 3 persons	20 running ft.		
4.	Brief journal Display Rack	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded), 48"Lx 66"Hx 16"B size having 8 tires with glass door	One		
5.	Guiding and labeling	Including subject heading label: 40, guide Label: 10, name plates: 10, indicators: 5 & one signboard.	One set		
6.	Newspaper Reading Stand	Single, having storage box, made of seasoned wood sun mica laminated, Made of ISI marked full Pine wood block board and best quality Sun Mica laminated (branded)	8 nos		
7.	Reading table for students	New arrangement	24 nos		
8.	Reading Chair for students	(DICE) Steel framed with cushion (Revolving/ Hydraulic)	24 nos		
9.	Reading Table for faculty	(Study Carrel type) Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded) (42"Lx24"Bx33'H	6 nos		

		size)			
10.	Reading Chair for faculty	Best quality Revolving/ Hydraulic chair with cushion	6 nos		
11.	Librarians Table & Chair	(Alder) 7'Lx 3'Bx 30"H size having top glass, drawer, cupboard, computer Table etc. and Revolving/ Hydraulic/ High Back/ Armless best quality Chair (Branded)	One set		
12.	Aluminum partition	Heavy Aluminum framed with decorative glass	1500 sqft		
13.	Fixing of photographs of eminent and prominent persons/ scientist international, national and state level	(12"x18" size) laminated coloured photograph with glass framed	40 nos		
14.	Quotation	(3'x2') size	12 nos		
15.	Library Rules & Time Table Display Stand	(3'x5' & 2'x3' size) vinyl printing	One set		
16.	Book Trolley (Wooden)	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded) (48"Lx 16"Bx 33"H size) having 6 shelves with sturdy wheels	One		
17.	Re-arrangement of steel rack etc.	Arrangements works only	50 nos		
18.	Reference Desk & Chair	Best quality branded	One set		
19.	Computer Table	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (branded) (3 seater combined) having divider	4 nos		
20.	Computer	Special chair for computer	15 nos		

	Chair				
21.	Open Steel Rack (Tata Steel & Style)	Double faced open steel rack heavy weight (36"Lx78"Hx18"B size) having seven shelves with book divider and side cover	15 nos		
22.	Book support	5"x8" size steel made	100 nos		
23.	Interior Decoration	Natural Photos/ Institutions best events/ artificial flower & plants etc.	One set		
24.	Colour coding of books	10000 volumes	One set		
25.	Open Reading Table	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (6'x2' size)	2 nos		
26.	Cupboard fitting in the issue counter	(9'Lx16"Bx30"H size) Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated	One		
27.	Sofa set	Best quality (3+1+1 seater) Nova branded	One set		
28.	Interactive White Board	(Promethean 78" size) with installation charges	One		
29.	Projector	LED Projector (Short through BENQ 3000L) with VGA cable and fitting charge with wall fitting kit etc.	One		
30.	Table & Chair for mini Conference cum Group discussion	7.5'Lx 3.5'Bx 2.5'H size (Branded) Best quality	One set		
31.	Show case (for Rest Room)	Made of ISI marked full Pine wood block water proof board and best quality Sun Mica laminated (6'Lx 5'Hx 16"B size)	One		
32.	Digital Library on Cloud (Koha/D space)	Installation Customization Cloud hosting 1 TB Data migration / Data Upload Training on site One year technical support	One set		
33.	Storage Almirah	Anoma Branded	One		
34.	Computer Table of the	3 seater open	One		



	processing room				
35.	New Arrival Display Rack	Made of ISI marked full Pine wood block waterproof board and best quality Sun Mica laminated (6'Lx 16"Bx 5.5'H size)	One		
36.	Table for OPAC	39"Hx 30"Lx 30"B (Both Sided)	One		

**Signature and Seal of Bidder**