



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

Notice Inviting Quotations (NIQ)

Advt. No: 359

Date: 21/07/2022

Sealed quotations are invited in two bid systems (Technical and Financial) from reputed manufacturer/authorized distributors/dealers for supply of following scientific equipment/instrument for the Institute of Advanced Study in Science and Technology (IASST). Bid document with other terms & conditions can be submitted with bid fee as per following.

Bid fee-DD (non - refundable)	Last Date and Time for submission of bids	Venue for Opening of Technical Bids
Rs. 1000/- (Rupees One Thousand Only)	16/08/2022 at 5pm.	Office of the Registrar, IASST, Guwahati – 781035 Dt: 17/08/2022 at 11.00am

Name of the Equipment:

(1) PDF2 Database (for XRD Data Analysis)

Participating firms may attend at the time of opening of bid as per date and time mentioned above. Detail tender document will be available at IASST website www.iasst.gov.in

There will not be any separate notice for participation of bidder in the bid opening time.

Registrar, IASST

Notice Inviting Quotation

A. Technical Specifications of the equipment

Technical specifications for the PDF2 Database (for XRD Data Analysis):

1. Product Description: PDF2 DL, Release 2022 (International Centre for Diffraction Data (ICDD), USA)
2. Delivery: Through Download
3. License period: 5 Years
4. Full technical support to be provided during the license period
5. Discount: Special discount on price applicable for Academic /R&D Institutes to be provided by the bidder.

B. Eligibility Criteria of bidder(s):

- 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).
- If the bidder is an ISO certified Company, then documentary proof should be enclosed.
- The bidder should have experience of more than five years in execution and maintenance of equipment quoted (A certificate of establishment to be provided).

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

1. The envelope containing the quotation(s) should be superscribed as “Quotation for supply and installation ofName of the equipment.....”.
2. Forwarding letter duly signed by the Authorized person.
3. Balance sheet with auditor’s report for the last two financial years.
4. Latest Income Tax return document.
5. GST Registration Certificate
6. Copy of PAN Card.
7. Sole Proprietary/sole manufacturer certificate for proprietary item.
8. Compliance sheet stating the deviation, if any, with reference to the terms and specifications of the equipment/ its accessories.
9. Certificate in support of the authorized agent/distributor/supplier.
10. List of similar equipment 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. Acceptance of all clauses of bids specification duly signed page wise.
17. A summery sheet as per the format must accompany the financial bid and failure to do so may result in cancellation of the bid.
18. Base on the document submitted by the vendor, the institute may ask for some additional document.

The committee of experts and the user scientists will have the right to recommend /reject purchase of equipment from a firm with proper justification and scientific logics.

All the above documents except SL.No.17 should be enclosed with the Technical Bid. Sl. No.17 to be submitted in a separate sealed envelope following instruction (1) above.

Conditions forming part of NIQ

- The bid document, complete in all respect and duly signed by the bidder in each pages should reach the Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Guwahati – 781035 on or before **16/08/2022 at 5.00 P.M.** No bids after the last date shall be entertained.
- The bidder must be able to make presentation of their bids in front of an expert committee if required.
- Those bidders who can cover all parts of the equipment and specific consumables involved in running the equipment within the warranty period.
- **Price of the equipment quoted should be FOR, IASST only.**
- The DD should be drawn in favour of ‘The Director, IASST’ payable at Guwahati.
- **The bidder should submit technical & price bid separately for each equipment.**
- The supplier will be responsible for custom clearance and payment of customs duty and other payment due for carrying and forwarding the equipment from the nearest shipment destination to IASST. IASST will reimburse custom duty, carrying and Forwarding charges subject to submission of valid documents in support of payments made. IASST will be responsible for providing required custom clearance documents only to the supplier.
- The two bid systems should be followed for this NIT. 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 name of the equipment quoted for.
- A bid security declaration along with the bid should be submitted.
- The Technical Bids will be opened in presence of the bidders (if available) 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.
- 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 NIT will be informed about the date and time of the opening of Price Bid.
- The Successful bidder will have to submit within ten (10) days of the award of the contract, **Performance Bank Guarantee equivalent to 3%** 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.
- 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.
- 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.
- The IASST may, at its discretion, extent 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.

- 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.
- The bidders may submit their duly sealed Bid by post or by hand at the address specified in the NIT 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.
- 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.
- IASST shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
- 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 FOR IASST destination.
- 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.
- The imported equipment should be quoted by the authorized supplier/dealer. In this case, commitment of after sales service with the period applicable should be clearly mentioned.
- 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.
- 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 equipment 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.
- 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).
- Prices quoted should be 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.
- 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.
- 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.
- 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.

- 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.
- All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
- 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.
- 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 equipment.
- Installation, testing, commissioning of the equipment should have to be carried out by Technical experts of the company/supplier up to the satisfaction of user department of IASST.
- Free training shall be imparted to faculty/technical staff for operation, maintenance and troubleshooting at the user department of IASST.
- The equipment should be supplied with manuals containing technical drawings, complete in all respects, so as to operate the system without having any problem.
- The bidder may submit the proprietary certificate for the item(s), if applicable.
- 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.
- 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.
- IASST reserves the right to purchase varying quantity of material, less or more.
- In the process of evaluation, comparison of bids, IASST reserves the right to reject any or all bids.
- 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 equipment 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.
- 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.
- The technical specification wherever given in the items' specification format is basic. The equipment/instruments may also be evaluated as per additional provisions and facilities.
- All corrigenda will only be notified on the IASST website.
- 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.
- The successful bidder should transport their products through the Institute's empanelled Carrying and Forwarding Agent from CIF/CIP destination.

- 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.
- 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.
- The Institute is not bound to accept the lowest bidder.
- Purchase terms and condition as per General Financial Rule (GFR) will be applicable for all the purchases to be made.

Name:

Authorize Signature of the firm

Designation:

ANNEXURE-I

Self-Declaration to be given by the bidder

NIT 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, PaschimBoragaon, 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 equipment/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: -----

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/GST No: -----
(Attach photocopy)
- Firm Registration No: -----
(If any)
- PAN: -----
(Attach photocopy)
- Details of Earnest Money (Bids Security) of the estimated values of the equipment to be provided.
 - a) Bank Draft/Pay Order No.
 - b) Date.
 - c) For Rs.
 - d) Drawn On.

Place -----

(Signature of the authorized person)

Date -----

Name of the Contact person
Name of the Firm
Contact No.
Seal

Annexure – III

TECHNICAL SPECIFICATION

Equipment Name:

Equipment Name	Whether all specifications are as per the advertisement listed (Yes/No)

ANNEXURE - IV

FINANCIAL BID

Sl. No	Equipment& Specifications	Amount
1	Basic Cost of the Equipment	
2	GST& other taxes (if any)	
3	Excise duty, if any	
4	Customs duty, if any	
5	Packaging & forwarding charges, if any	
6	Octroi Duty, if applicable,	
7	Training cost, if any	
8	Installation and Commissioning cost, if any	
9	Any other charges, if any – please specify	
10	Grand Total (in figure & words)	

(Signature of the authorized person)

Name of the Contact Person:

Name of the Firm:

Contact No.:

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, PaschimBoragaon, 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	BRIEF DESCRIPTION OF EQUIPMENT/INSTRUMENT AND AFTER SALES SERVICES	QUANTITY TO BE SUPPLIED	UNIT PRICE	TOTAL PRICE	DELIVERY TREMS
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