

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT Tezpur
Medical College & Hospital, Tezpur, Bihaguri - 784010, Assam
(Under Society for Medical Education, Tezpur)
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No. SMET/TMC/NIT/792/2017/

Date:- 24/04/2018

Notice Inviting Tender (Re-Tender)

Tenders in sealed cover are hereby invited by the Principal cum Chief Superintendent, TMC&H for Viral Research & Diagnostic Laboratory (DHR Project), Department of Microbiology, TMC&H, Tezpur from reputed manufacturers/authorized distributors for finalization of rate contract for purchase of Plastic Wares, Glass Wares, Consumables etc. for one year. Tender may be submitted for all items or partial items under the rate contract. The schedule of requirement of items is enclosed with this NIT.

Tender should be addressed to the Principal Investigator, Viral Research & Diagnostic Laboratory (VRDL), Department of Microbiology, TMC&H, Tezpur, Tumuki, Bihaguri, Tezpur, Sonitpur, Pin: 784010 and should reach this office strictly not later than **09.05.2018 till 1:00 P.M.** In the event of the last date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.

Tenders will be opened on **09-05-2018 at 2:00 P. M.** Bidders or their representatives may remain present at the time of opening the tenders.

The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

INSTRUCTIONS TO BIDDERS

1) Interested agencies need to submit "Technical Bid" & "Financial Bid" separately in sealed envelopes by super scribing as "Technical Proposal for Rate Contract for Purchase of Plastic Wares, Glass Wares, Consumables etc. and "Financial Proposal for Rate Contract for Purchase of Plastic Wares, Glass Wares, Consumables etc."

Both these proposals should be sealed in a Master Envelope superscripting "Proposal for Rate Contract for Purchase of Plastic Wares, Glass Wares, Consumables etc." and also indicating thereon:

- i) Reference No. of the NIT.
- ii) Due date for submission of the NIT.
- iii) Name of the firm with address, Phone & Fax, e-mail.

"Technical Bid": Documents to be submitted along with the Technical Bid:- It should contain all the relevant information and desired enclosures along with the demand draft towards Tender Fee & Earnest Money Deposit in original.

- (a) Demand Draft towards EMD.
- (b) Demand Draft towards tender fee.
- (c) The entire tender notice in token of acceptance by the tenderer of all terms & conditions.
- (d) Trade License.

- (e) Income Tax Pan.
- (f) Registration Certificate of Goods and Services Tax clearly showing the class/classes of goods/services for which registration has been obtained along with copy of last return filled.
- (g) Declaration in case of manufacturer or Manufacturer Authorization Certificate in case of distributor/supplier.
- (h) Certificate of Incorporation/Partnership Deed.
- (i) Proof of office address.
- (j) Valid Manufacturer Licence.
- (k) Brochures/literatures in support of items quoted must be enclosed.
- (l) Quality assurance Certificates like ISO/ISI/BIS or any other approved standard.
- (m) Proofs of experience of similar supplies executed earlier. Relevant purchase orders hiding the pricing information exhibited thereon must be submitted for at least three years.
- (n) List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates and attested photocopies of rate contracts.
- (o) Attach affidavit stating that the firm is /has not been black listed by Central / State Government / PSU.
- (p) Power of Attorney in favour of signatory of bid.
- (q) Income Tax Return Filed Acknowledgements for last Three years along with audited Balance Sheet and Profit & Loss A/c for last 3 years duly authenticated by a Chartered Accountant.
- (r) Turnover certificates for the last three years duly authenticated by a Chartered Accountant.
- (s) All other documents as may be required under terms & condition and instructions of the NIT.
- (t) Any other document that may be considered as vital by the tenderer.

“Financial Bid”: The “Financial Bid” shall contain only the rates offered by the bidders against each item as per the list along with the current price lists. Format of offering rates against the items is given below:

Sl. No	Name of Item	Name of Brand/ Company Quoted	Detailed Specification of the Item	Unit/ Pack Size	Rate Per Unit	Company Price List enclosed? (Yes/No)

Note: - Tenders submitted without following two bid system procedures as mentioned above will be summarily rejected. Tenderer should not indicate the pricing information in its “technical bid”.

2) All the tender papers should be page numbered and the forwarding letter should include the list of documents submitted with the page number against the each document.

3) The tenderer should sign and affix his firm’s stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn.

4) IMPORTANT POINTS FOR QUOTING PRICES:-

The Bidder should keep the following points in mind during offering his price quotation against this Tender Enquiry:-

1. The rates should be quoted F.O.R. VRDL, TMC&H, Tezpur inclusive of all charges but excluding GST.
2. The rates are to be quoted in Indian Rupees only.
3. Only printed/typed offers of price shall be accepted. The rate should be quoted both in figures and words clearly.

4. The price offers should be given for the items in the same order as in the tender document.
5. No increase in quoted price and change in quality of product will be allowed during the validity of the entire R/C period or any extended contract period.
6. Rates should be according to a unit e.g. cost per unit (as asked in the schedule of requirement of items i.e. Kg/Ltr/Vial/Each/Kit/Item etc. which so ever applicable with clearly mentioning its standard pack size, preferably as per asked pack size).
7. No item should be quoted with price more than the M.R.P.

TERMS & CONDITIONS

1) Pre-Qualification Criteria:

- a. Bidder should be the manufacturer/authorized dealer/distributor/trader/supplier. Letter of Authorization from Manufacturer for the same and specific to the tender should be submitted in the bid.
- b. Bidders should have at least three years of experience in similar supplies to Central/State Govt. Institutes/ PSU etc. Bidders should provide brief profile of their experience with the client list along with certificate/ documents evidencing past supplies for at least three years should be enclosed.
- c. The bidders should have an average annual turnover of Rs. 20 lakh in the last three financial years to be able to qualify for bidding.

2) Earnest Money Deposit (EMD): Agencies applying would be required to submit Rs. 25,000/- (Rupees Twenty Five Thousand Only) as Interest free EMD in the form of Demand Draft in favor of 'Member Secretary, SMET' payable at Tezpur. The tender, if not, accompanied by Earnest money will be liable to be summarily rejected. The EMD shall be treated as Security Deposit in case of successful bidder (s). The EMD of the unsuccessful agencies would be returned within 7 days after finalization of tender. The purchaser reserves the right to forfeit the Security deposit of a firm, if the firm fails to execute the supply order.

3) Tender Fee of Rs. 2,500/- (Rupees two thousand five hundred only) (Non-refundable) in the form of demand draft only, payable to "Member Secretary, SMET, Tezpur" and payable at Tezpur shall be required to be submitted by the bidders without which the tender will be regarded as non-responsive.

4) Award of Contract

The Purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has bid the lowest evaluated tender price.

Notwithstanding the above;

(i) The purchaser reserves the right to accept or reject any quotation or annual tendering process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

(ii) The purchaser reserves the right to award the purchase order to the supplier other than the supplier quoting the lowest rate on the basis of quality consideration/ credentials /experience of the supplier for any item.

5) Bids from firms without proper authorization from the manufacturers shall be treated as non-responsive and shall be rejected. Validity of authorization must be mentioned in authorization certificate. Firm's authorized by manufacturer or principal only will be considered. Authorized firm's cannot further sub-authorized firms.

6) Only one bidder is permitted to be authorized by the original manufacturer to quote on their behalf. In case of multiple authorizations, the bids submitted would be summarily ignored. However, one Indian agent/representative may be authorized by more than one Foreign/Indian manufacturer.

7) The Principal Investigator, VRDL, TMC&H, Tezpur reserves the right to terminate the RC without any notice, in case the performance of the Bidder is found consistently unsatisfactory or due to the serious lapse on the part of the Bidder.

8) Delivery Schedule: Bidder will have to supply the ordered material under this rate contract within 21 days of placement of Purchase Order in full quantity. In exceptional case, part supplies will be accepted maximum in two consignments, however payment will be made only after full supply of ordered items. Delivery of material should be made on working days from 9.00 AM to 4.30 PM (Monday to Friday) and Saturday 9:00 AM to 12:30 PM only. If the firm fails to supply the items ordered within 21 days of placement of Purchase Order, a penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control). The purchaser may also consider termination of contract seeing its urgency even without extending the date of delivery.

9) Fall Clause: The price to be quoted by the Bidder under the rate contract should in no event exceed the lowest price at which the Bidder sells the stores of identical description to any other organization during the currency of rate contract, If R/C holder reduces its price or sells or even offers to sell the same item/s during the currency of the rate contract, price will be automatically reduced with effect from that date for all the subsequent supplies under the R/C.

10) During the rate contract period, special offer introduced by the manufacturer/supplier must be offered to VRDL, TMC&H, Tezpur and should be intimated in advance.

11) Any enhancement of rates within the validity period of R/C will not be considered except for imposition of new Tax or increase in Tax rate by the Government.

12) Rates of items finalized through this tender shall remain valid up to 1 year from the date of bid opening. The Principal Investigator, VRDL, TMC&H may extend validity of rates for a further period of one year in consultation with the successful tenderer.

13) Purchase Order may be placed up to the last day of currency of R/C and the R/C shall be in force for the purpose of delivery for all the items ordered during the currency of R/C.

14) Payment: 100% payment shall be made to the supplier within 7 (seven) days after receipt and acceptance of material in good condition as per order and submission of their invoices.

15) The Bidder must agree for free replacement in case any discrepancy is found with regard to quality/quantity of the material supplied by them under this R/C.

16) An undertaking is required to be given by all the bidders that the rates offered by them are not more than the rate offered to any other organization. In case any such discrepancy is noticed they shall refund the amount to VRDL, TMC&H, Tezpur and also R/C is liable to be cancelled.

17) Purchaser reserves the right to issue multiple purchase orders from time to time for any item to the selected supplier (as per requirement).

18) The quantity shown in the schedule of requirement of items attached to the NIT can be increased or decreased depending upon the actual requirement of the authority.

19) Enlistment under Rate Contract with VRDL, TMC&H does not ensure business of any quantum, whatsoever.

- 20) In incomparable situation, the committee may negotiate price with the bidder before awarding the bid.
- 21) The bidder must submit the hard copy of their current price list along with their offer.
- 22) The Bidders shall have to indicate clearly the brand and specification of the product for which they have submitted the rate contract offer. Appropriate brochures/literatures of the items quoted by the bidders are to be enclosed in the tender.
- 23) Supply is to be made from the latest batch of production with the maximum life period & original packing.
- 24) All items delivered should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed of in any manner deemed fit by the purchaser.
- 25) Handwritten tenders shall be summarily rejected.
- 26) The conditions of the bidders shall not be binding on the purchaser.
- 27) Legal Jurisdiction: All disputes shall be subject to Guwahati Jurisdiction only.

Schedule of Requirement of Items

A) Plasticwares (Preferred Brands: Himedia, Tarson, Bio Plas Inc., Globe Scientific etc.)

SI. No	Name of Item	Quantity Required p.a.
1	Polypropylene cryogenic box	20 No
2	Freezing boxes, plastic 100 place (10 X10)	20 No
3	Vial with screw cap, 3 ml	7 pkt X 500 No
4	Hi Anticlot vials flat bottom, 6ml (blue cap)	5 pkt X 500 No
5	Clot vials flat bottom, 6 ml (Red cap)	5 pkt X 500 No
6	Centrifuge tubes 15 ml (Orange cap)	10pkt X 100 No
7	Multipurpose stand	5 No
8	Sterile uricol	5 pkt X 100 No
9	Draining rack (post wash)	2 Nos
10	Sterile Pharmacol	5 pkt X 100 No
11	Microcentrifuge tube B (1.5 ml)	5 pkt X 500 No
12	Hi Dispo Bag-7'(Red, Blue, White,yellow)	400 No (100 No each colour)
13	Tubes rack	5 pkt X 5 No
14	Micropipette tips (200 µl)	5 pkt
15	Micropipette Tips (1000 µl)	10 pkt
16	Barrier tips (0.2-50 µl)	5 pkt
17	Barrier tips (200 µl)	5 pkt
18	Barrier tips (100 µl)	5 pkt
19	Barrier tips (10 µl)	5 pkt
20	Non barrier tips (0.2-30µl)	5 pkt
21	Non barrier tips (200 µl)	5 pkt
22	Empty tip box (200 µl)	10No
23	Empty tip box (1000 µl)	10 No
24	Test tube racks , Z shape (12/13 ml)	5 No
25	Multiple Purpose stand	2 No
26	Stand for Centrifuge tubes	2 No
27	3 shleves folding stand (16mm)	2 No
28	Test tube racks , Z shape (12/13 ml)	5 No
29	Wash Bottle (500 ml)	10 No
30	Vial with Screw cap (Autoclavable) (11.5mm x 53mm)(3ml capacity)	500 No
31	Reagent trough- V/S shape	10 No
32	Serum vial sample storage box and stand (3ml)	10 No
33	Cryogenic permanent marker, Black (Dual point)	4 No
34	Cryo vial (2ml) Self standing	4 pkt
35	Mini cooler box((12 wells)	4 No
36	Microtube rack	5 No
37	Cooler box (4.73 litre)	2 No
38	Cover slips	10 No
39	Magnetic stirring bars (9 X 40 mm)	2 No
40	Pipette stand	2 No.

41	Needles and syringes	Size 5ml- 10 pkt 10 ml- 5 pkt 2 ml- 5 pkt
	Stainless Steel	
42	Stainless steel forceps (10 inch)	5 No
43	Inoculation loop (nichrome)	1set (10nos)
44	Spatula- 200	50 No

B) Glasswares (Preferred Brands: Borosil,Duran,Vensil,Vyline etc .)

SI. No	Name of Item	Quantity Required p.a.
1	Beaker (250ml)	20 No
2	Beaker (1000ml)	10 No
3	Glass slides	5pkt X 50 No
4	Beaker (50 ml)	10 No
5	Conical flask (100 ml)	10 No
6	Glass pipettes (10 ml)	1 pkt X 100 No
7	Glass pipettes (2ml)	1pkt X 100 No
8	Petridish (9 cm)	1pkt

C) Consumables (Imported or Local)

SI. No	Name of Item	Quantity Required p.a.
1	Absorbent cotton	5 roll
2	Non absorbent cotton	5 roll
3	Whatmann filter paper (Round)	10pkt
4	Parafilm M250	5 No
5	Head cap	10 pkt
6	Latex examination glove large size (6.0 and 7.0g)	30 pkt.(Size- 6.0 and 7.0)
7	Blue nitrile examination gloves	30 pkt
8	Self adhesive autoclave tape (18mm)	2 No
9	Freezing boxes, cardboard Dim(13.4X 13.4X4.7 cm) ,64 place	40 No
10	Disposable masks	5 pkt
11	Freeze tag, Yellow label	3 pkt X 1000 No
12	Freeze tag, Yellow dots (9.5mm)	2 pkt X 1000 No
13	Blotting paper	5 pkt
14	Gloves (6.0 and 7.0g)	10 pkt
	Liquid Items	
15	Sterapid spray	5 No
16	Triclogel (50ml)	10 No
17	Absolute alcohol (500ml)	10 No
18	Alcohol based handrub (500ml)	10 No