



# St. Edmund's College



No: SEC/DBT/ADBTH/2017-18

Date: 1<sup>st</sup> December, 2017

## **e-TENDER NOTICE**

On behalf of the Governing Body and the concerned Purchase Committee, sealed quotations affixing IPO of ₹ 100.00 (One hundred only) payable to St. Edmund's College, Shillong are invited for the execution/ supply and installation of the laboratory equipment's **under Advanced Level**

**Biotech Hub Facility sanctioned by Department of Biotechnology,**

**Government of India, New Delhi under NER BPMC Programme** from

approved and eligible Govt. / Private Supplier/ Manufacturer/ authorized dealers/vendors, etc. having valid license. The bid document will be available w.e.f **02-12-2017** to **11-12-2017** (11:00 hrs to 15:00 hrs) with the Biotechnology department on all working days. The bid documents will be received up to 15:00 hrs, on **11-12-2017** (to be dropped in the quotation box at the department) and will be opened by the department concerned for verification and preparation of comparative statement.

Intending bidders are advised to procure the quotation papers from the Department of Biotechnology, St. Edmund's College, Shillong.

The bidders may also download the pdf of the tender documents from the website ([www.sec.edu.in](http://www.sec.edu.in)) and submit the same within the stipulated time.

**NB:** *Only One (1) tender document shall be issued to each Bidder.*

**Signature**



# St. Edmund's College



To

The Chairman, College Purchase Committee

St. Edmund's College,

Laitumkhrah, Shillong-793003

Sub: Quotation for the supply of \_\_\_\_\_

For the Department of \_\_\_\_\_

Sir,

I/We have the honour to submit herewith the Quotation for the above mentioned work and am/are willing to execute the same at the rate quoted in Annexure 1 for favour of your kind consideration

My/Our registration No. is \_\_\_\_\_ of \_\_\_\_\_

I /We have gone through the detailed quotation document and undertake to execute the work if allotted to me / us as per terms and conditions laid down therein and at the rate quoted by me/us as in Annexure-II

I/We also pledge to execute the work myself/ourselves without subletting to others

I/We, therefore, seal and sign all the Quotation papers and return them, duly filled in original along with an IPO of ₹100/- (One hundred only).

**Encl:** Quotation document in original and self-attested copies of certificate as required are enclosed

Yours faithfully

Signature of the Bidder with Seal

**Dated:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature**



Place: \_\_\_\_\_

## **GENERAL TERMS & CONDITIONS**

The vendor must provide the following:

- 1) **Validity:** Quoted rates must be valid for 12 months.
- 2) **Rate:** The rate quoted should not exceed the Company price/ M.R.P. /unit and should be quoted on Door Delivery basis and including of all applicable tax. **Tax amount should be clearly indicated separately.**
- 3) Details of the technical features of the offered equipment
- 4) Standard Technical literature on each of the items offered
- 5) List of reputed organizations/Institutions, where similar orders have been executed (copies of the purchase/work orders will have to be enclosed)
- 6) **Warranty/Guarantee:** The material is quoted with a minimum Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination. The rates should be quoted in Indian Rupee/unit. Details of nature and maximum period of warranty offered by the vendor has to be clearly mentioned.
- 7) **Delivery:** The stated delivery of items to St. Edmund's College, Shillong, will have to be done within maximum of 30 days from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor. If the firm fails to deliver the goods within the stipulated time, the purchase order may get cancelled.
- 8) **The bidder must clearly mention the following:**
  - a. *Packing & Forwarding Charge, if any.*
  - b. *Annual Maintenance Contract (AMC) rate (after expiry of warranty period) is to be clearly indicated – preferably in both comprehensive and non-comprehensive terms, failing which the offer may not be considered even if it turns out to be at the lowest price.*
  - c. *Installation & commissioning charge (including Service Tax), to be shown item-wise extra, if any.*
- 9) Any loss or damage of items before/during delivery would be borne by the supplier only.

**Signature**



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- 10) **Dealership Certificate:** Dealer certificate need to be enclosed along with Quotation, if any.
- 11) **VAT/GST Certificates:** TIN/TAN/PAN/GST number clearly will have to be indicated with the quotation to be submitted.
- 12) **Sale Tax Certificates:** Up-to-date Sales Tax clearance certificate will have to accompany the quotation to be submitted.
- 13) **PAN/ AADHAR Card for individuals**
- 14) **BANK DETAILS ( A CANCELLED SIGNED CHQ) for individuals/ firms**
- 15) Advance payment is not admissible and payment will be made only after complete installation of the items by the supplier to our full satisfaction and bills may be submitted in triplicate. If required, the Purchase Committee may seek the approval of the Sanctioning Authority i.e. Department of Biotechnology, Government of India before making the payment. **The payment will be made through electronic bank transfer.**
- 16) The College Purchase Committee (PC) will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the best price
- 17) The College Purchase Committee (PC) reserves the right to modify/cancel the requirements.
- 18) The College Purchase Committee (PC) reserves the right to accept or reject any or all the quotations without assigning any reason.
- 19) The Sanctioning Authority i.e. Department of Biotechnology, Government Of India may terminate the sanction granted to the college and the process of procuring the items in such an eventuality shall be treated as cancelled.

**NOTE: The bid documents are not transferable**