



GOVERNMENT OF ASSAM

**ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT  
ASSAM, GUWAHATI (INDIA)**

**PROCUREMENT OF LABORATORY FURNITURE  
By Double Bid System**

**NORTH EASTERN REGIONAL DISEASE DIAGNOSTIC LABORATORY  
KHANAPARA, GUWAHATI-781022**

**Issued to M/S : .....**

**Vide Letter No. : .....**

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

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

Dear Sirs,

Sub. : INVITATION OF QUOTATION FOR SUPPLY OF LABORATORY FURNITURE FOR  
NERDDL, GUWAHATI

1. The NERDDL has received an amount towards the cost of the laboratory furniture etc. and intends to procure the listed laboratory furniture for which this invitation for quotations is issued.
2. The purchaser is the Deputy Director of Animal Health Centre, A.H. & Veterinary Department, Khanapara, Guwahati-781022, Assam herein after called " the purchaser".
3. The Technical Specifications, Terms & Conditions and other details mentioned in this document shall herein after be referred as the "bidding documents".
4. The firm or the manufacturer or the dealer who is a prospective participant to this NIQ shall herein after be referred the "bidder."
5. Unless otherwise stipulated the word "quotation" and "bid" shall have the same meaning.
6. Unless otherwise stipulated the word "quotationer" and "bidder" shall the same meaning.

**Bid Validity:**

7. The Bid submitted by the bidder shall be valid for a period of one year (365 days) from the specified date of opening of bid. Bids not conforming to this provision may be treated as non-responsive and rejected.

**Bid Security (Earnest Money):**

8. The Bidder shall enclose a bid security amounting to 2% of the contract price in the form of a duly pledged NSC /Fixed deposit/ KBP in favour of Dy. Director, Animal Health Centre, A. H. & Veterinary Department, Khanapara, Guwahati. The purchaser shall be rejecting the Bids that not accompanied by the aforesaid bid security. The bid security of the unsuccessful bidders will be released immediately after signing of the contract with the successful bidder and the bid security of the successful bidder will be released upon submission of the performance security.

**Delivery Period:**

9. Delivery of the goods shall have to be completed strictly within 45 (forty five) days from the date of receipt of supply order. Penalty @ Rs.0.005% per day upon the value of the supply order will be imposed in case of failure to deliver the items and will be calculated from the last date of delivery time. Quotations not conforming to this provision may be rejected at the discretion of the purchaser.

**Place of Delivery (installation, if applicable):**

10. All the goods shall be delivered (duly installed & commissioned, if applicable) to the consignees at the NERDDL, Khanapara, Guwahati.

**Bid Price (Quoted Price):**

11. To facilitate prompt evaluation, the bidder shall quote price strictly as per the "Format of price schedule" enclosed for specific schedule failing which the bid may be treated as non-responsive, at the discretion of the purchaser.
12. There should not be any overwriting. Correction(s) if any shall be made by crossing out, initialing, dating and re-writing.

13. Bidders shall quote rates item Schedule wise and total bid price must be quoted excluding taxes. Quotations from Bidders quoting rates in lots may be rejected at the discretion of the purchaser.
14. All duties and other levies paid or payable by the bidder under the contract shall be included in the total Bid price. The mandatory Assam Govt. sale Tax/VAT payable shall be indicated separately for each item. These will, however, not be considered for the purpose of evaluation of the bids.
15. The prices payable to the supplier, except taxes, duties and levies, as will be stated in the contract shall be fixed & firm and not subject to adjustment/variation during the performance of the contract.
16. The price quoted by the bidder shall include transportation and incidental charges for delivery at final destinations as mentioned at para-11.
17. Wherever the laws and regulations require deduction of taxes at the source of payment of purchaser shall effect such deduction from the payment due to the supplier, the remittance of amounts so deducted and issuance certificate for such deductions shall be made by the purchaser as per the laws and regulations in force.
18. The price may be quoted including the charge of Annual Maintenance Cost (AMC) of the equipment for 3 (three) years beyond warranty/guaranty period.
19. The prices should be quoted in Indian Rupees only.

#### **Warranty:**

20. The warranty of the items shall be as per the prevailing warranty/guaranty policy/certificate of the manufacture for the items. The bidder shall furnish the warranty certificate for the items at the time of delivery. The warranty certificate shall be duly signed and sealed and the warranty period shall not be less than one (1) year from the date of delivery of the items at the consignee office. The provisions of warranty/guaranty have to be mentioned in the bid that will be criteria for evaluation of the bid.
21. If the supplier having been notified and fails to replace the defected goods within 7(seven) days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
22. Objection/reservation to the Para 23 to 24 above may lead to rejection of bids at the discretion of the purchaser.

#### **Inspection & Test of the goods:**

23. The purchaser or his nominated technical expert/consultant will test the sample/goods before final acceptance.
24. On receipt of goods, the checking committee's acceptance report is final for acceptance and subsequent payment against the supply.
25. The rejected goods (by the checking committee) will have to be taken back by the supplier within 7 (seven) days of notice and replacement must be made within 15 (fifteen) days after receipt of the notice.

#### **Opening and evaluation:**

26. The quotations will be opened at 2.30 p.m. on 24-08-2011 in the office of the Deputy Director, Animal Health Centre, A. H. & Veterinary Department, Assam, Khanapara, Guwahati -22. The bidder or his authorized representative may attend the bid opening.
27. In the event of the specified 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 and will be opened at the appointed time and location on the same day.
28. The bids will be received and only the technical bids will be opened, signed by he members of bid opening committee and the available bidders/ representatives.
29. The technically qualified bid after scrutiny and evaluation by the technical committee will be selected for opening of corresponding price bids. The technically qualified bidders will be invited to be present in the opening of the price bids

30. The purchaser will evaluate and compare the Bids determined to be substantially responsive i.e., which are:
  - a. Duly signed.
  - b. Conform to all the terms and conditions and specification stipulated in the bidding document.
  - c. Are enclosed by all the required brochures/ leaflets/documents, and
  - d. Satisfy the Qualification Criteria.
31. The purchaser at his discretion may call for any clarification(s)/documents from any or all the bidders during the process of evaluation of Bids.

#### **Award of Contract:**

32. The purchaser will award the contract prior to expiration of the bid validity period. For further extension of notice shall be served to the bidder and if agreed the extension to be obtained from the concerned bidder.
33. The purchaser is not bound to accept the lowest rates quoted.
- 34. The quality based selection like proper specification; the technical committee's recommendation will be the basis of final selection of the bids by the evaluation committee, where the price will not be the factor for evaluation.**
35. Where only one bid is received, efforts should be made to ascertain the reasons. If it is determined that publicity was not adequate, bid specifications or any of the terms was restrictive or unclear, the bid should be cancelled and invited afresh after amending the specifications/ terms. If, however, it is determined that bid specifications are not restrictive and the process quoted are reasonable and bid is technically and commercially responsive, the single bid shall be considered for award.

#### **Performance Security & Contract Agreement:**

36. Within 10 (ten) days after receipt of the notification of award by the supplier, the supplier shall furnish Performance Security for due performance of the contract including provision of warranty for the items in the form of a KVP/NSC/Fixed deposit in a reputed Nationalized Commercial Bank for an amount equivalent to 5% of the contract value and which shall be valid for 2 (two) months beyond warranty/guaranty period from the date of supply of the supplied items. Upon submission of the performance security, the successful bidder/quotationer shall also sign an agreement with the purchaser for the due performance of the contract as per the format enclosed herewith. If the successful bidder, upon receipt of Notification of Award fails to furnish the Performance Security within the stipulated time, the Notification of Award issued shall be withdrawn and cancelled.

#### **Payment:**

37. All payments shall be made in INDIAN RUPEES only.
38. Wherever the laws and regulations require deduction of taxes at the source of payment, the purchaser shall effect such deduction from the payment due to the supplier, the remittance of amounts so deducted by the purchaser as per the laws and regulations in force shall make issuance certificate for such deductions.

#### **Qualification Criteria:**

39. The Bidder should enclose the following with their Bid:
  - a. The bidder must be manufacturer/authorized agent/dealer of a reputed manufacturer of the goods.  
Attested copies of authorized dealership/agent certificate if any. In case of manufacturer the following to be submitted:
    - (i) Copy of the license of manufacturing from the proper authority.
    - (ii) Certificate of quality control.
  - b. ISI or equivalent certificate to be provided wherever applicable.
  - c. Attested copies of up-to-date ST & IT clearance.

**Other:**

40. The Purchaser reserves the right to accept or reject any quotation/bid and to cancel the instant bidding process and reject all bids/quotations at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the purchaser's action.
41. Each bidder shall submit only one quotation against 1 (one) item.
42. Item wise work order will be awarded to successful bidders and items will be procured in a phased manner according to requirement of the NERDDL.
43. The decision of the Dy. Director, Animal Health Centre, A. H. & Veterinary Department, Khanapara, Guwahati-22 Assam shall be final in case of any dispute.
- 44. The NIQ No. should be indicated in bold letters on the top of the sealed envelope and in both the technical bid and price bids.**
- 45. The prescribed bid forms to be duly filled in against each item wise duly filled in prescribed format of technical bid to be sealed in a cover mentioning item No.**
- 46. The price bid format will have to be duly filled in against each item and to be sealed in a cover.**
- 47. Both technical and price bids should be sealed separately and to be enclosed in a common cover indicating recipients address and of the bid item No.**



(Dr. J. N. Dewan)  
Deputy Director  
Animal Health Centre  
A. H. & Veterinary Department  
Khanapara, Guwahati-22  
Assam

Mail: [nerddlguwahati@gmail.com](mailto:nerddlguwahati@gmail.com)

Description of Laboratory Furniture with technical specifications

Sl No	Item	Specification
1	Laboratory Wall work Bench and island work bench	<p>Bidders are needed to visit the laboratory site to prepare and submit</p> <ol style="list-style-type: none"> <li>1. Typical plan, section and elevation drawings at suitable scales of key components to illustrate systems proposed</li> <li>2. Technical information and certification demonstrating compliance with the specification of proposed incorporated products and finishes.</li> <li>3. Sample of product intended to supply.</li> <li>4. Preliminary fabrication and installation method statements and programme.</li> <li>5. Proposals for replacing damaged or failed products.</li> <li>6. Areas of non-compliance with the specification.</li> </ol> <p>All laboratory work bench surfaces, including internal and external corners, are to be formed in maximum lengths possible using the standard Worktop panel size. Frequency of joints in work surfaces are to be kept to a minimum and where joints are proposed, these must be clearly indicated on the installation drawings. Joints, other than movement joints and designed open joints, must be rigidly secured and reinforced where necessary. Alternate material of construction may also be suggested by the bidders.</p> <p>Laboratory Work bench (both wall and island benches) comprises of following components:</p> <ul style="list-style-type: none"> <li>Storage Cabinets</li> <li>Reagent Shelf</li> <li>Work Surfaces.</li> <li>Sink units.</li> </ul> <p><b>Storage Cabinets:</b>  <b>Cabinet Frame:</b> Made of combination of 1.2 mm horizontal or stiffeners and 0.8 mm vertical panel of CRCA (Cold Rolled Cold Annealed) MS sheet.  <b>Cover Panels:</b> End side panel, false panel and back panel should be of 0.8 mm thick CRCA MS sheet.  <b>Shutters:</b> Metal Shutters of 0.8mm thick 40-50 microns pure epoxy powder coated CRCA MS sheet and should easily be cleaned.  <b>Support Brackets:</b> Granite /Reagent Support Brackets made of 2 mm CRCA MS sheet with epoxy powder coating.  <b>Shelves &amp; Drawers:</b> CRCA shelves should have a load carrying capacity of 40 kg. The overall load carrying capacity of cabinet should be 80 Kg of Uniformly Distributed Load]. The overall load carrying capacity of drawer should 40 kgs. of UDL for a pair of ball slide.  <b>Slides &amp; Handles:</b> High precision made double extension ball slides. Handles should be Flush design without any</p>

protrusion. All storages are to be provided with locks.

**Surface Treatment:**  
The complete M.S. material of cabinet is to be pretreated (degreased, Zinc phosphate) and epoxy powder coated for better corrosion resistance. The thickness of powder coat is 45-50 microns, which passes the test of Salt Spray for 1000 hours and having the Scratch Hardness of 3Kgs.

**REAGENT SHELVES**

**Material:** The vertical support and horizontal shelves should be made up of 0.9 mm thick CRCA M.S. sheet.

**Surface Treatment:** The complete material is pretreated (degreased, Zinc phosphate) and epoxy powder coated for better corrosion resistance. The thickness of powder coat should 45-50 microns.

**Load Carrying Capacity:** The load carrying capacity of each Reagent shelf should be 30 kgs. of UDL for the length of 1000 mm.

**Service Panels:** Height: 120 mm The service panels carry all electrical fittings (4 switch sockets for every 1.5 mtrs) and are attached with Reagent shelf. All the electrical fittings, wires coming from mains to switches on service panels are to be completely enclosed or concealed. All electrical fittings should have a very high temperature withstanding capacity and excellent electrical insulation properties. The rear portion of above accessories, which is in contact with live metal are made from thermo set material, which does not melt on heating.

**Work Surface:**  
The work surfaces can be used according to bidders preference either with granite, stainless steel or apoxy resin:

**Granite:** 18(+/-1mm) mm. thick high quality granite in jet black colors with the edges having round profiles of 10 mm. radius on top side and having good chemical resistance, high scratch & wear resistant and good clean ability.

**Stainless steel:** 1.6-mm. thick Grade 316 Stainless steel with hairline finish.

**Laboratory grade Epoxy Resin** having Strong resistance to chemicals, moisture Resistant, durable, easy to clean and non Porous ¾ - 1” in thickness

**The sink unit**

**Base Cabinet:** The raw material used for cabinet is 0.8 mm thick CRCA M.S. sheet pretreated with (degreased, Zinc Phosphate) and epoxy powder coated. The thickness of powder coat is 45-50 microns.

**Sink:** Sinks are in Steel with waste couplings

**Water Faucet:** Sink unit has 3-way (2 Straight + 1 Swan Neck) water tap made up of Brass and with Epoxy powder coatings.

		<p><b>Other requirements:</b> All Edges to be chamfered; Corners to be <i>radiused</i> 3mm. Suppliers will be responsible for supplying and installing all sanitary ware and water taps installed on worktops. All service pipes to be installed by others.</p> <p>All adjoining edges to be sealed with clear silicone sealant to a width not greater than 3mm and to be secured to frames by means of screw fixing every 200mm and clamped. Junctions between worktop/ upstand and upstand/wall to be sealed with clear silicone sealant.</p>
2	Laboratory technician stool	Revolving, adjustable height cushioned seat. 5 legs base on castors.
3	Personal (ward) lockers.	Body and doors are made of MS sheet of high quality, six lockers with individual doors and locking facility.
4	Post Mortem Table	Made totally with rustproof stainless steel, equipped with drain bucket with a tray on which bucket can be kept.
5	Computer work table	<p>A composite chambered 5 meter long table to accommodate 6 nos of computers. Each individual chambers will contain</p> <ol style="list-style-type: none"> <li>1. Keyboard arms and trays</li> <li>2. Monitor area</li> <li>3. CPU Supports</li> <li>4. Cable Management</li> <li>5. Electrical socket fittings</li> <li>6. Drawers for File and Utility Options</li> <li>7. Document Holders</li> </ol>
6	Waiting area Chairs	Four seats, MS tubular frame work
7	Shoe rack	Made of particle board with cushion on top for seating. At least 3 doors with shelf in each compartment
8	Mid back revolving chair	Cushioned seat and back rest, with arm rest, 5 leg base on castors
9	Executive high back chair	Cushioned seat and back rest, with arm rest, 5 leg base on castors
10	Standard Table without drawers	Size 1800 X 900 X 740
11	Visitor Chair with arm rest	MS tubular frame work, cushioned seat and back rest
12	Sofa set	Two single seater and one double seater comfort sofa with a centre glasstop table

MANUFACTURERS' AUTHORIZATION FORM\*

No. .... dated .....

To

.....  
.....  
.....

Dear Sir,

IFB No. : .....

We ..... who are established and reputable manufacturers of *(name and description of goods offered)* having factories at ..... *(address of factory)* do hereby authorize M/s ..... *(Name and address of Agent)* to submit a bid, and sign the contract with you for the goods manufactured by us against the above IFB.

No company or firm or individual other than M/s ..... are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific IFB. *(This para should be deleted in simple items where manufacturers sell the product through different stockists.)*

We hereby extend our full guarantee and warranty as per Clause 20 for the goods and services offered for supply by the above firm against this IFB.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

\* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.

BID FORM  
(Letter Head of the bidder submitting quotation)

NIQ No..... Date.....  
Item No

To,  
The Deputy Director,  
Animal Health Centre  
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Sir,  
Having examined the bidding documents issued vide NIQ No ..... date ..... including Addenda Nos. (insert numbers, if any), the receipt of which is hereby duly acknowledge, we the undersigned offer to supply (deliver, installation & commissioning – retain as applicable) .....(name of items) specified therein in conformity with the said bidding documents for the sum or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted to deliver the items in accordance with the delivery schedule specified.

If our Bid is accepted, we will obtain the performance bank guarantee from a reputed Nationalized Commercial Bank within 10 (ten) days of receipt of the notification of award in a sum equivalent to 5% (Five percent) of the contract price for the due performance of the contract.

We agree to abide by this Bid for a period of ..... days from the date fixed for Bid opening as per the NIQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We further agree to abide by all the terms and conditions of the bid documents.

Until a formal contract is prepared and executed, this Bid together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force as per the "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any bid you may receive.  
Dated this ..... day of ..... 2011

.....  
.....  
(Signature) (Name)  
(In the capacity of)  
Duly authorized to sign Bid for and on behalf of.

# Contract Form

(On Non Judicial stamp of adequate amount)

THIS AGREEMENT made the ..... day of ..... between ..... (Name of purchaser) of ..... (address of purchaser) (hereinafter called "the purchaser") of the one part and ..... (Name of Supplier) of ..... (Address of supplier) (hereinafter called "the supplier") of the other part.

WHEREAS the purchaser invited bids for certain goods and ancillary services, viz ..... (brief description of items and the AMC) and has accepted a bid by the supplier for the supply of those goods and services in 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. The following documents shall be deemed to form and be read and construed as part of this Agreement viz. :
  - a) The Bid Form, the technical specifications and price schedule submitted by the Bidder, together with all other documents submitted by the bidder in his bid or obtained subsequently by the purchaser before the date of award of contract.
  - b) The Name, Technical Specification, Terms and conditions and other details issued by the purchaser vide his No. .... dated ..... and
  - c) The purchaser's Notification of Award.
  - d) The bidder's acceptance letter against the purchaser's notification of award.
  - e) The performance security submitted by the bidder (Photocopy).
  - f) Any correspondence made between the purchaser and supplier regarding the procurement of the article
3. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and 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.
5. Brief Description of Items and Services :

Sl. No.	Description of Item to be supplied with Technical Specifications	Quantity to be Supplied	Unit Rate (Rs)	Contract price (Rs)	Tax/ VAT	Aggregate
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 (3 X 4)</b>	<b>6</b>	<b>7 (5 + 6)</b>
Total						
Rupees (in words total of col. 5)						
Seal Signature of the bidder						

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Witness..... Signed, sealed, delivered by.....the.....(for the purchaser)

Signed, sealed, delivered by.....the.....(for the supplier)

### PRICE SCHEDULE

NIQ No

Item No

Sl No	Name of the item	Unit Cost (Rs)	Quantity (Nos)	Contract Price (Rs)	Tax/ VAT (Rs)	Aggregate (Rs)
1	2	3	4	5	6	7

Aggregate (Column 7) Rs In words

### TECHNICAL SPECIFICATION SCHEDULE

NIQ No

Item No

Sl No	Name of the item	Specifications	Remarks
1	2	3	4