



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

**EXPRESSION OF INTEREST (Eoi)
FOR EMPANELMENT/ENLISTMENT OF VENDORS
FOR SUPPLY OF "Laboratory Chemicals/Glasswares/ Minor Equipment
(ET-Eoi.....2925.....Dated.....28-12-2029)**

Tezpur University invites **Online Expression of Interest (Eoi)** for empanelment/enlistment of Company/Firm/Vendors etc. for supply of items as per the following table:

| Category | Particulars | Bidders to indicate their willingness for empanelment for the particular category in 'Yes' or 'No' |
|----------|--|--|
| 1 | Chemicals Including Gases, Chemicals/Solvents/Reagents (LR/AR/HPLC Grade of various pack up to bulk pack wherever applicable), Fluorescence Dye/ Rare Chemicals/Fine Chemicals, Molecular Biology Enzymes, Reagents & Kits/ Biochemicals/ Immunochemical, antibodies, cell lines, Microbiological items | |
| 2 | Glassware (Complete range including filtration accessories and distillation unit) | |
| 3 | Plasticware (Complete range, Including liquid handling product and small equipment like pumps) | |
| 4 | (i) Labware & Lab Essentials Chromatography Accessories (HPLC/GC Columns/Columns fittings/TLC plates), Electrode for various minor instrument like (PH meter, Conductivity meter ,potentiometer etc.), Filter Papers and Disposable Filter Units, Disposable Readymade Garments, Animal Feed, Surgical Gloves/ Ployvinyl & Nitrile Gloves & Safety wears for Chemical & Biological labs/ Workshops, Cotton/Tissue Rolls/ Aluminium Foil, any other labware, permanent slides, models, biological specimen, syringe filters, disposable syringe etc. (ii) Electronic Components Resistors, Capacitors, Inductors, Transistors, IC s ,Op-Amp, LEDs, PN-junction diodes, Zener diodes, Photodiodes, Potentiometer with variable resistors, Push up switches, Toggle switches, Relay, 8-segment digital display, 9 V cells, AA batteries, AAA batteries, Soldering lead wires, Soldering paste, Soldering iron, De Soldering pump, Digital stopwatch, Bread | |

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| | | |
|---|---|--|
| | <p>boards, BNC cables, Battery Caps, electrical fuses, LDR(Plastic), LDR (metal), P.V.C Board(6"X8"), Transformer (3V, 6V,12V,24V), 12volt, 18 Amp hours maintenance free battery etc. (Note: Resistors, Capacitors, IC, Transistors are of different values)</p> <p>(iii) Optical Components Convex lenses of different focal lengths, Concave lenses of different focal lengths, He-Ne laser Light (Red, Green Yellow) , PMMA optical Fiber cables, PMMA fiber cable with connectors, 60 o Prism, Fresnel Biprism, Plano Convex Lens, Lab Jack, CFL bulbs, round surface coated mirrors (5 cm dia) etc.</p> <p>SAMPLES FOR VARIOUS PHYSICS EXPERIMENTS: Various Samples for Physics lab experiments (Ge & Si Semiconductor sample, barium titanate, cupric oxide, carbon tetra chloride etc.)</p> <p>(iv) Laboratory Tools Wire cutter, Wire pillar, Screw driver sets, Screw driver set (32 blades), Pliers (size-08), Pliers (size-06), Nose Pliers, Digital multimeter, Diamond cutter, Crocodile clip (medium), RJ45 etc.</p> <p>(v) Miscellaneous Items Laboratory Gloves, Hacksaw Blade and frame, Rubber pipe (dia=10mm), Nylon pipe (dia=10mm), Laboratory mask, Alluminium foil, cotton cloth, Lock and Key, Waste bin, CD, Dettol, Cotton role, Headphone, Hand Towel, Heater with filament, Boiler cap (cork), Heat resistive Gloves, Heater Filament coil etc.</p> <p>(vi) Sophisticated Services Bomb Calorimeter (Spare Parts & Consumables), Oxidation Spability Apparatus, (Spare parts & consumables), Electrochemical analyser, UV-Vis Spectrophotometer</p> | |
| 5 | <p>Lab and Kitchen Utensils All kind of laboratory and kitchen utensils (SS, aluminium and glass), cutlery items required for Food Processing Laboratory</p> | |
| 6 | <p>Minor Equipment Digital Thermometer with thermocouple, IR Thermometer, Digital Multimeter, Digital Lux Meter, Suryamapi (Solar Meter) Humidity meter, Energy meter, Power Analyzer, Digital Technometer, Digital Anemometer, Rheostat, Variac, Crompton Meter, water bath, oven, hotplate, mechanical stirrer, hotplate with stirrer, heating mantle, Heating Elements pH meter, weighing balance, micropipettes, measuring</p> | |

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| | | |
|---|--|--|
| | balances, P ^H meter, Conductivity meter ,potentiometer, polarimeter, spectrophotometer, digital melting point apparatus, muffle furnace, other essential equipment's related to practical courses, minor food processing equipment like Choppers, Mixer grinder, ovens vacuum pumps, compressors, Ammeter (0-50Amp), Ammeter (mili amp), Mili Voltmeter, Voltmeter, Bar Magnet (long 10cm), Bar magnet (short 5cm), Thermometers (0-110. 0c), Spherometers, Slide Callipers, Screw Gauge, Measuring Tape (10m long), Measuring Scale (1meter long), Hydrogen Lamp, Sodium Lamp, Mercury Lamp, water bath, oven, hotplate, mechanical stirrer, hotplate with stirrer, heating mantle, Copper boiler (1 Lit capacity) etc. | |
| 7 | Oligos & Sequencing Services Oligos Synthesis, Gene Synthesis, Gene Sequencing, Transcriptome Sequencing & Analysis, Genome & Metagenomic Sequencing Analysis Peptide synthesis, protein sequencing etc. | |

General Information about the EoI

Last date and time for submission of Bids: 18.01.2021 (02.00 PM)

Date and time of opening of Bids: 19.01.2021 (02.00 PM)

Mode of Opening of Bids: Online

ELIGIBILITY CONDITIONS:

- A. The selection criteria for empanelment/enlistment of dealers/firms would be based on:
1. OEM or by company's distributorship/ dealership certificate/ authorization certificate etc. The original copy of the authorization certificate has to be submitted along with the tender fee.
 2. List of products/company's catalogues along with specifications, make and model wherever necessary.
 3. Current dealership agreement from Principal/Manufacturer along with SSI/NSIC certificate
 4. Audited Statement of Account for the last three financial years.
 5. Court Affidavit of not being blacklisted by any Govt. Agency/Department.
 6. List of clients presently being served (IITs/IIMs/NITs/ Central Universities/Higher Educational Institutes separately in the last three years) preferably in Assam/NE with Contract name & address with mobile no.
 7. Bank Details on letter head along with cancelled cheque.
 8. Undertaking stating the acceptance of all the terms and conditions of this EoI document.

Open 28/12/20



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B. Besides, the Bidder shall fulfil the following Eligibility Criteria, which shall be backed by necessary documents: -

| Sl. No. | Eligibility Criteria | Documentary evidence to submitted |
|---------|--|--|
| 1 | GST No./ PAN / TIN The bidder should have valid PAN & GST registration etc. in India or any regulatory requirement in this region. | Copy of GST Certificate |
| 2 | Proof of Work Experience (Work Order): <ul style="list-style-type: none">Bidder should have executed work orders of value not less than Rs. 10 Lakhs during the last 3 financial years.Bidders expressing their willingness to get empanelled for a particular category must have previous work experience in that particular category. | Copy of Work Orders/LoA |
| 3 | Proof of satisfactory service (Completion of work): Bidder shall submit completion certificate in respect of the experience of work claimed by bidder against proof of work experience | Certificate issued by client |
| 4 | Certificate of Incorporation Memorandum of Association or Partnership Deed or Proprietorship Deed | Copy of Certificate of incorporation |
| 5 | Average Annual Turnover: <ul style="list-style-type: none">Bidder should have an average annual financial turnover of at least Rs. 50 Lakhs (Rupees Fifty Lakhs Only) during last 3 financial years. | Copy of Audited Balance Sheet for the last three years ending March 2020 must be submitted |
| 6 | Authorization Letter Authorization for the official who will sign all documents on behalf of the bidder. | Authorization Letter |
| 7 | Undertaking of Non-Debarment Bidder shall submit an undertaking stating that they have not been debarred for participation in any PSU/Govt. Tender | |

GENERAL TERMS & CONDITIONS:

- Quotations should be accompanied by i) A non-refundable application (quotation/participation) fee of ₹ 1000.00 (Rupees One Thousand) only may be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur. ii) The original copies of the Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee for ET-NIQ-2925.....DT-28-12-2020" addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid. **Exemption:** To Bidders who are MSME/NSIC registered

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may claim exemption from payment of quotation/participation fee subject to submission of valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.

2. In lieu of the Earnest Money Deposit (EMD) / Bid Security/, the bidder needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – I) accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the EoI document.
3. Tezpur University shall empanel a list of vendors / suppliers based on the Eligibility Criteria and other Terms & Conditions mentioned above for a period of 03 years, which may be extended further up to 05 years, based on satisfactory performance.
4. Whenever a specific need for supply of the item(s) arises, the University shall invite limited quotations from the empaneled vendor(s) for that particular category of items. The vendor offering the lowest price or the highest discount on the company's price list, whichever is applicable, shall be awarded the supply order, subject to fulfillment of the terms & conditions, if any, for that particular item(s). The vendor from the empanelment list, awarded the specific supply order will be responsible for supplying the items in required quality and quantity within the specified time.
5. The decision of Tezpur University on both the empanelment and award of specific order shall be final and no queries or appeal for review shall be entertained.
6. Tezpur University reserves the right to cancel the panel and a specific job at any time without assigning any reason, whatsoever.
7. Tezpur University also reserves the right to restrict the opportunity to bid for a specific supply to a limited number of vendors in the panel.
8. The said empanelment only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empaneled. However, this will not give any claim to the party for award of work/ purchase order.
9. Tezpur University reserves the right to accept, consider or reject any or all applications without assigning any reason thereof. The decision of Tezpur University, in respect of registration of parties for various categories of work/ items shall be final & binding on all concerned registered firms/ vendors in the panel of Tezpur University.
10. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Tezpur University.
11. Performance of the supplier/firm will be reviewed periodically (at least once a year) and for those whose services are not satisfactory, the University reserves the right to remove the agency from the empaneled list. Further, **Non-compliance of the terms and conditions mentioned in the purchase order(s) may lead to blacklisting of the suppliers and would be deemed to have defaulted the Bid Security Declaration.**
12. The University shall not have any obligation to award work compulsorily to any one empaneled/enlisted.
13. During the period of empanelment, the empaneled supplier/firm shall not assign or sublet their rights and benefits under this agreement.

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14. Proposals received late, received via other means & conditional or not conforming with the above conditions or not complete in all respects will be rejected.
15. Tezpur University shall not be held responsible for any loss on transit and non-receipt of participation fees.
16. Deliveries not made within the specified time mentioned in the orders may attract penalties/actions as per Govt. of India's General Financial Rules.
17. Payment will be made after satisfactory execution of order as per terms and conditions of the supply order.
18. No advance payment will be made.

INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

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15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

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Assistant Registrar-GA
Tezpur University