



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 OF VENDORS

FOR SUPPLY OF “Laboratory Chemicals / Glassware / Plasticware / Minor Equipment”

(EoI 1130 Dated 08-07-2025)

(In cancellation of earlier EoI floated on CPPP vide No. EoI-1587 dt. 02-09-2024)

Tezpur University invites **Expression of Interest (EOI)** through offline mode as detailed below for empanelment of Company / Firm / Vendors etc. for supply of items as per the list given at **Annexure-I**.

Submission of Bids

Mode of publishing	Through Tezpur University website	-
To be submitted	Through email to “snp@tezu.ernet.in”	No need to submit hard copy. However, the Authorization Letter / Certificate shall be submitted in original along with the Tender Fee.
Last Date of Submission	<u>25 / 07</u> /2025	-
Submission of Technical Bids	In the format Annexure-I along with all relevant documents as per Annexure-II	-
Submission of Financial Bids	In the Format Annexure-III	-
Earnest Money Deposit	₹ 10,000/- in the form of Demand Draft to be drawn in favour of “The Registrar”, Tezpur University, payable at Tezpur University	
Performance Guarantee / Security Deposit	₹ 25,000/- by the empanelled bidders/vendors in the form of Demand Draft to be drawn in favour of “The Registrar, Tezpur University” payable at Tezpur University. No interest shall be payable on the instrument by the University	This would be retained by the University for the entire period of empanelment, i.e. 03(three) years. If empanelment is not continued after 01 year, for any reason, this will be returned.
Duration of Empanelment	Three (03) years.	To be renewed on yearly basis; the rate of discount shall be obtained separately for each year.

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ELIGIBILITY CONDITIONS

A. The selection criteria for empanelment of Vendors:

1. On receipt of Expression of Interest, the University will make a panel of the suppliers based on the terms and conditions of the bid and highest discount offers.
 2. Compliance to the below-mentioned **terms & conditions** and **percentage of discount** quote by the Suppliers.
 3. OEM or by company's distributorship / dealership certificate / authorization certificate etc. for supply in Assam / NE region. The original copy of the authorization certificate is to be submitted along with the tender fee.
 4. List of products / company's catalogues along with specifications, make and model wherever necessary.
 5. Current dealership agreement from Principal / Manufacturer along with SSI / NSIC certificate.
 6. Audited Statement of Account for the last 03 (three) financial years.
 7. Court Affidavit for not being blacklisted by any Govt. Agency / Department.
 8. List of clients presently being served (IITs/IIMs/NITs/ Central Universities/Higher Educational Institutes separately in the last 03 years) preferably in Assam/NE with Contract name & address with mobile no.
 9. Bank Details on letter head along with a cancelled Cheque.
 10. Undertaking declaring acceptance to all the terms and conditions as mentioned in the EOI document.
 11. Submission of forged documents / wrong information of any kind shall disqualify a bidder and such bidder(s) may be blacklisted for future participations for any kind of tenders / bids in Tezpur University.
- B. Besides, the Bidder shall fulfil the Eligibility Criteria, which shall be backed by necessary documents as detailed in Annexure-II.

GENERAL TERMS & CONDITIONS

1. The quotes containing **percentage of discount** along with the relevant documents supported by proofs in accordance with the eligibility conditions as laid in the EOI document shall be submitted through email at snp@tezu.ernet.in with a subject, '**Quote for Chemicals/Glassware/Minor Equipments**' within the stipulated time period.
2. If any requirement for supply of specific item(s) arises, **the University shall invite limited quotations from the empaneled vendor(s) for that particular category of items required. 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.
3. 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 of the contract, they will be suspended for the time specified in the EOI document.
4. Tezpur University shall select the panel of suppliers/distributors for a total period of 03 (three) years on satisfaction of the Eligibility Criteria and other Terms & Conditions as stated. Further it may be noted that the empanelment will be for an initial period of 01 year, which may be extended further from time to time on yearly basis up to a maximum of **03 (three)** years, based on satisfactory performance. The agency engaged in the contract shall have to submit fresh quotes with revised discount rates during extension of the contract as specified above.
5. In case of more than one Vendor quoting the same rates with same maximum discount, the Department/PI/Faculty member can choose the vendor for the procurement, as they deem fit.

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6. Bidders participating in the EOI should not be blacklisted /de-registered by any Govt. Institution/Organization.
7. Bidders participating in the EOI should not have been convicted by any court of law in any matter related to supplying sub-standard material/other items or on any other grounds.
8. 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.
9. **All successful bidders shall have to submit Performance Bank Guarantee (PBG) amounting to ₹ 25000/- (Rupees Twenty-Five Thousand only) in the form of Demand Draft, within 15 days of communication after acceptance of the contract.** The same will be returned without any interest on receipt of satisfactory Performance Report from user departments after the expiry of this Contract.
10. Tezpur University reserves the right to cancel the panel and a specific job at any time without assigning any reason, whatsoever.
11. 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.
12. 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.
13. 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.
14. Vendors once empaneled, shall have to promptly reply to all the enquiries and execute orders as per the order terms of Tezpur University.
15. 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.**
16. The University shall not have any obligation to award work compulsorily to any one empaneled/enlisted.
17. During the period of empanelment, the empaneled supplier/firm shall not assign or sublet their rights and benefits under this agreement.
18. Proposals received late, received via other means & conditional or not conforming with the above conditions or not complete in all respects will be rejected.
19. Tezpur University shall not be held responsible for any loss on transit and non-receipt of participation fees.
20. Deliveries not made within the specified time mentioned in the orders may attract penalties/actions as per Govt. of India's General Financial Rules.
21. Payment will be made after satisfactory execution of order as per terms and conditions of the supply order.
22. No advance payment will be made.
23. The bidders participating in the EOI published, may raise their queries through e-mail communication (email: snp@tezu.ernet.in).

Deputy Registrar (S&P)

Tezpur University



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ANNEXURE-I (List of Items)

Sl. No.	Category of Items	Bidders to indicate their willingness for empanelment for the particular category in 'Yes' or 'No'
1	Chemicals 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	Other Laboratory Items	
	(i) Labware & Lab Essentials Chromatography Accessories (HPLC/GC Columns/Columns fittings/TLC plates), Electrode for various minor instrument like (P ^H 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 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)	
	(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 Covex Lens, Lab Jack, CFL bulbs, round surface coated mirrors (5 cm dia) etc.	
	(iv) Various Physics Experiments Various Samples for Physics lab experiments (Ge & Si Semiconductor sample, barium titanate, cupric oxide, carbon tetra chloride etc.)	



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Category	Particulars	Bidders to indicate their willingness for empanelment for the particular category in 'Yes' or 'No'
	(v) 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.	
	(vi) Miscellaneous Items Laboratory Gloves, Hacksaw Blade and frame, Rubber pipe (dia = 10mm), Nylon pipe (dia = 10mm), Laboratory mask, Aluminium 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.	
	(vii) Sophisticated Services Bomb Calorimeter (Spare Parts & Consumables), Oxidation Spability Apparatus, (Spare parts & consumables), Electrochemical analyser, UV-Vis Spectrophotometer	
5	Lab and Kitchen Utensils All kind of laboratory and kitchen utensils (SS, aluminium and glass), cutlery items required for Food Processing Laboratory	
6	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, Crampton Meter, water bath, oven, hotplate, mechanical stirrer, hotplate with stirrer, heating mantle, Heating Elements pH meter, weighing balance, micropipettes, measuring 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.	



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ANNEXURE-II

Sl. No.	Description	Documentary evidence to submit
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 (three) 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 / Letter of Awards
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. 30 Lakhs (Rupees thirty lakhs only) during last 3 financial years.	Copy of Audited Balance Sheet and Income Statement for the last (03) three financial years must be submitted
6	Authorization Letter Authorization for the official who will sign all documents on behalf of the bidder.	Authorization Letter
7	Undertaking for Non-Debarment/Non-Blacklisting Bidder shall submit an undertaking stating that they have not been debarred for participation in any PSU/Govt. Tender	
8	Bid Security Declaration	As per Annexure-IV



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ANNEXURE-III (Financial Bid)

(The bidder shall submit complete range / list of the items under the particular category by adding additional rows as required)

Sl. No.	Category of the Item (As per Annexure-I)	Make / Brand	Name of the Item	Discount Percentage (%) (for the current year to be effective from the date of empanelment to be notified on our website)
1	Chemicals			
2	Glassware			
3	Plasticware			
4	Other Laboratory Items			
	(i) Labware & Lab Essentials			
	(ii) Electronic Components			
	(iii) Optical Components			
	(iv) Various Physics Experiments			
	(v) Laboratory Tools			
	(vi) Miscellaneous Items			
	(vii) Sophisticated Services			
5	Lab and Kitchen Utensils			
6	Minor Equipment			
7	Oligos & Sequencing Services			



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Annexure-IV

Bid-Security Declaration Form

To,

Tezpur University

Namaap, Tezpur-784028, Assam

Ref: Bid No. & Date:

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or recuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name of the authorized signatory:

Date:

Seal:

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid)

To be submitted on Company's / Firm's Letterhead