

No. 99/DRV/2020-2021 ..... Dated:

NOTICE INVITING QUOTATION

Sealed quotations along with IPO of Rs 100/ (Rupees One hundred) only drawn in favour of the **Comptroller AAU, Jorhat-13** are invited from authorized dealer/manufacturer for supply of the following instruments/ appliances under the 'Small Animal House facility' of Faculty of Veterinary Science , AAU, Khanapara within 10 days of publication of this NIQ. The details of specifications and terms and conditions may be obtained from the website, [www.vetbifg.ac.in](http://www.vetbifg.ac.in)

The firm/company etc who have submitted quotation in response to our earlier advt need not submit it again. Their quotation will be considered this time also.

Name of items :

1. Dehumidifier
2. Rat and mice restrainer
3. Operation table

Dr Nirranjan Kalita  
Director of Research (Vety)  
Assam Agricultural University  
Khanapara, Guwahati 781022.

Memo No. 99/DRV/2020-2021/289/16 dt 4.12.2020

Copy forwarded for information and necessary action to:-

1. The Coordinator, Bioinformatics Centre, AAU, Khanapara, Guwahati-22 with a request to post the detail advertisement in website [www.vetbifg.ac.in](http://www.vetbifg.ac.in)
2. In-Charge, Small Animal House, Department of Pharmacology, CVSc, AAU, Khanapara.
3. Office copy

*ceba*  
*2/12/2020*  
(Chandana Choudhury Barua)  
In Charge, Small Animal House.  
Professor. Deptt of Pharmacology,  
College of Veterinary Science  
Assam Agricultural University, Khanapara

## Specifications for instruments for Small Animal House facility of FVSc, AAU Khanapara.

Name of instruments	Specifications
1. Dehumidifier	<ol style="list-style-type: none"> <li>1. Dehumidification capacity should be within 25-30L per day</li> <li>2. Desired to be fitted with Digital Temperature Controller.</li> <li>3. Must Maintain Humidity up to 30 to 80% RH. Should have digital humidity setting</li> <li>4. It should have automatic humidistat control, auto frost control.</li> <li>5. The system should able to operate at temperature between the range of 20-35°C.</li> <li>6. Should work on 220 -240 VAC Supply</li> <li>7. Hermitically sealed compressor</li> <li>8. The system should have 24 hours timer</li> <li>9. It should have air purifying filter</li> <li>10. Easy mobility to any place with wheel.</li> <li>11. Incorporated with hermitically sealed compressor</li> <li>12. The unit must be self- standing and mounted on a sturdy frame.</li> <li>13. The chamber should be insulated with high-grade glass wool / thermocouple / puff of required thickness to minimize load on cooling etc</li> <li>14. Water-condensing type, should be based on “refrigeration cycle”</li> <li>15. Must remove excess moisture from the atmosphere as per ambient conditions</li> <li>16. The trained personal from supplier side has to perform the installation, Validation,</li> <li>17. Demonstration and Training end users as free of cost.</li> <li>18. Atleast 1 year warranty</li> </ol>
2. Rat and mice restrainer	Both head and tail should be adjusted. Exposure of animal area should be more. Screw and rod system should be provided for adjusting head and nose pieces
Small ( 15-30g)	
Medium( 75-120gm)	
Big ( 125-250g)	
3. Operation table	Stain less steel table top atleast 20x30 cm, height 20cm dia 6 cm, simple slotted clamp with locking screw,

### GENERAL TERMS AND CONDITIONS

1. Any item offered/quoted should conform to the technical specifications desired by the purchaser. Quotations for items beyond the scope of the technical specification asked for shall not be entertained.
2. The compliance statement (technical specification desired and offered) along with separate sheet of Terms & Conditions should invariably accompany the quotation both as “hard copy” and “soft copy” in a CD typed in MS word in A4 size paper in landscape orientation (Font size 12, Times New Roman) in the prescribed format (Annexure-I), without which the quotation shall not be considered.
3. In case the tender document is downloaded from the website, the bidder shall have to deposit Rs. 100.00 in the form of Bank Draft drawn in favour of Comptroller, AAU, Jorhat and payable at Jorhat

Sd/

(Chandana Choudhury Barua)  
In Charge, Small Animal House.  
Prof. Deptt of Pharmacology, CVSc, Khanapara

## **INSTRUCTION TO BIDDERS**

1. All Quotations should mention in the cover of the Envelope distinctly the Name of the Item, Item No., NIQ Ref. No., Bidder's Name & Address, Contact No. etc. as shown below:-

### **QUOTATION FOR SUPPLY -----**

**COLLEGE OF VETERINARY SCIENCE, AAU, KHANAPARA.**

**NIQ REF NO.....DATED.....,**

Starting date for download of the Tender Paper :

Last Date & Time of Receipt of Bid documents :

*(The sealed quotation will be opened on the last date of submission and the quotationers or their authorized representative may be present at the time of opening of the sealed quotations.)*

**To,**

**Prof Chandana Choudhury Barua, In-Charge, Small Animal House, Department of  
Pharmacology, College of Veterinary Science, Khanapara, Guwahati-781022**

- Quotation for each Item will have to be submitted in separate envelope indicating Name of the Item, Item No. in NIQ, NIQ Ref. No. on the cover of the Envelope. In case the bidder submits multiple quotations the envelope of each item will have to be put in one large envelope mentioning the Sl. Nos. of NIQ and Bidder's Address.
- The bidder must submit a compliance statement mentioning technical specification desired and offered both as "hard copy" and "soft copy" typed in MS word in A4 size paper in landscape orientation (Font size 12, Times New Roman) in the prescribed format (Annexure-I), without which the quotation shall not be considered.
- Standard Technical literature preferably printed & supplied by manufacturer concerned on each of the items offered.
- Dealership certificate on the offered products in case of dealer/s.
- List of reputed organizations/Institutions, where similar orders have been executed (copies of the purchase/work orders will have to be enclosed).
- Up-to-date Sales Tax clearance certificate (*for vendors outside the State of Assam*)/VAT Registration Certificate indicating also the TIN number (*for vendors from within the State of Assam*) OF THE FIRM will have to accompany the quotation to be submitted. (According to the GST rule)
- In case the offered price is inclusive of GST, the tax components in details should be shown separately.
- Details of nature and maximum period of warranty offered by the Bidder/Vendor.
- After Sales Service: The name & address of the available authorized service centre nearest to College of Veterinary Science, Assam Agricultural University, Khanapara, should be stated in the quotation.
- NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all the papers and envelopes submitted.
- At the time of delivery/Instillation the supplier should put a Sticker in front side of the instrument/Machine indicating the following:-

The name of the  
company/supplier:-  
Date of Delivery:  
Department/Office:-  
Date of Installation:-

Expiry date of warranty period as per tender:-  
Date of start for AMC:-

Contact No.:

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### **TERMS & CONDITIONS**

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(Please note the term “both imported & indigenous” wherever mentioned, means the term is applicable to both foreign & indigenous purchase)

**1. RATES:**

Rates quoted for indigenous items must be on FOR and FOR College of Veterinary Science, Assam Agricultural University, Khanapara -781022 on DOOR DELIVERY Basis, with break-ups as per details below (For imported items please refer ‘Additional Terms for imported goods’ below).

**Break-ups of cost:**

1. Basic Price
1. CGST/AGST as per GST
- 2 (+) Freight & Insurance Charge, if any
- 3 (+) Installation & Commissioning Charge, if any
4. Grand Total F.O.R. Department of Veterinary, Pharmacology, College of Veterinary Science, Assam Agricultural University, Khanapara Price

*Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/ erase/ cut in the quotation. In case of a mismatch, the rates written in words will prevail.*

**2. VALIDITY (Both foreign & indigenous):** Quoted rates must be valid for minimum 120 days.

**3. EARNEST MONEY (Both foreign & indigenous):**

All firms are required to submit Earnest Money along with the Quotation. Refundable earnest money deposit, amounting to minimum 2.5% of the total quoted value (rounded off to the nearest thousand rupees) through demand draft, drawn in favour of Comptroller, Assam Agricultural University, Jorhat - 785013, Assam, India payable at Jorhat, will have to accompany all quotations to be submitted. Quotations submitted without appropriate amount of earnest money will be summarily rejected Earnest money deposit will not bear any interest, and have to be in the form of demand draft only. The EMD of unsuccessful bidders shall be returned after award of contract.



**4. PENALTY FOR DELAYED DELIVERY (for both foreign & indigenous):**

In case of supply order for the SCIENTIFIC EQUIPMENTS/ APPARATUS, the date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment at the rate as detailed below:

@1% up to one week;

@2.5% up to two

weeks; @5% up to three

weeks;

@10% for four weeks and above.

For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Chairman, Purchase committee, CVSc., AAU, Khanapara reserves the right not to accept the subject consignment.

**5. IN CASE OF INDIGENOUS SUPPLIES**, the goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 1% of the cost of material supplied, the rates of GST etc. (as applicable) should be clearly indicated.

**6. PRE-INSTALLATION REQUISITES(Both imported & indigenous):** Pre- installation requisites (electrical/floor/space/air-conditioning etc.), if any should invariably be mentioned clearly. Installation/ Training will be the full responsibility of the supplier/ Indian Agent.

**7. GENUINE PRICING (Both imported & indigenous):**

Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to other SAU/ IIT/ICAR Institutes and other Government Organizations. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with your offer.

**8. EXCISE DUTY(if applicable):**

The Institute is exempted from payment of Customs vide Govt. Notification No.51/96- Customs, dated 23.07.96 (as amended by Notification No.28/2003 dtd. 01/03/2003 & Notification No 43/2017 dtd. 30.06.2017 ) with Regn. No. TU/V/RG-CDE (500)/2017 dated 07/11/2017.

**9. TAX:** As per GST.

**10. DELIVERY:**

(a) Delivery of goods at and Department of Pharmacology, College of Veterinary Science, Assam Agricultural University, Khanapara-787051, will have to be maximum within 45(Forty-five) days from the date of issue of the Purchase Order.

(b) SAFE DELIVERY OF GOODS: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the cartons will be opened only in the presence of Department of Pharmacology, College of Veterinary Science, Assam Agricultural University, Khanapara-781022 user/representative and vendor's representative and the intact position of the seal for not being tampered with, shall form the basis for certifying the receipt in good condition.

(c) NO PART DELIVERY: Part shipment will not be allowed.

**11. MODE OF PAYMENT FOR INDIGENOUS PURCHASE (For import items please refer 'Additional Terms for imported goods'):**

Payment for Indigenous Purchases will be made after successful delivery and installation of goods at Department of Veterinary Pharmacology, College of Veterinary Science, Khanapara generally through A/c payee cheque. In case payment is to be made by DD, the Draft commission will be deducted from the bill amount.

Note: Please note as per Institute's norm advance payment is not allowed for any purchase.

**12.** The offers (Both foreign & indigenous) submitted by telex/ telegram/ fax/ E-mail etc. shall not be considered. No correspondence will be entertained on this matter.

**13. LATE AND DELAYED TENDER (Both foreign & indigenous):**

Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing the next working day shall be the prescribed date of closing.

**14.** Conditional tenders not acceptable (Both foreign & indigenous): Conditional tenders shall not be accepted on any ground and shall be rejected straightway. In other word, printed conditions mentioned in the tender bids submitted by vendors will not be binding on

CVSc, AAU, Khanapara. All the terms and conditions for the supply, payment terms, penalty etc. will be as those mentioned herein and no change in the terms and conditions by the vendors will be acceptable.

15. Specifications are basic essence of the product (Both foreign & indigenous): It must be ensured that the offers are strictly as per our specifications. At the same time it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration. A quotation has to be supported with the printed technical leaflet/literature (wherever applicable) and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature, model quoted/tendered specifications should invariably be highlighted in the leaflet/literature for easy reference.
16. **Enquiry during the course of evaluation not allowed** (Both foreign & indigenous):  
No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Committee/its authorized representative and office of DR (VETY), AAU, KHANAPARA, GUWAHATI can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders can also be asked to arrange demo of the offered items, in a short period notice, as such the bidders have to be ready for the same.
17. **The acceptance of the quotation** (Both foreign & indigenous) will rest solely with the DR(Vety.), AAU, Khanapara, Guwahati, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
18. **FORCE MAJEURE (Both foreign & indigenous)**: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows: (I) any law, statute or ordinance, order action or regulations of the Government of India. (II) Any kind of natural disaster and (III) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
19. **TERMINATION FOR DEFAULT (Both foreign & indigenous)**: Default is said to have occurred:-
  - If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by CVSc, AAU, Khanapara.
  - If the supplier fails to perform any other obligation(s) under the contract. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from CVSc, AAU, Khanapara (or takes longer period in spite of what CVSc may authorize in writing), CVSc, AAU, Khanapara may authorize in writing), CVSc, Khanapara may terminate the contract/ purchase order in whole or in part and forfeit the EMD as applicable. In addition to above, CVSc, AAU, Khanapara, may at its discretion also take the following actions:  
CVSc, AAU, Khanapara, may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate CVSc, AAU, Khanapara, for any extra expenditure involved towards goods and services obtained.
20. **APPLICABLE LAW (Both foreign & indigenous)**:
  - (a) The contract shall be governed by the laws and procedures established by Govt. of India and *subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only.*
  - (b) Any dispute arising out of this purchase shall be referred to the DR(Vety), AAU, Khanapara, Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the DR(Vety), AAU, Khanapara, Guwahati. The decision of such Arbitrator shall be final and binding on both the parties.
21. **ADDITIONAL TERMS FOR IMPORTED GOODS**  
Following terms besides the fore mentioned terms will be applicable in case of foreign purchases:  
All Items including for imported items, the code should be strictly F.O.R., Khanapara, Guwahati Campus of the University. Logistic expenditures towards Customs Duty, Clearing Charges, Transportation cost etc. should be included in the rate and shown separately.
22. **RATES**: Quoted rates and charges to be stated in the following break-ups:
  - (a) Ex-works value
  - (b) + Documentation & Handling Charge, if any

- (c) + Estimated Overseas Freight to be paid at actual against authentic documents and monetary receipt
- (d) + Estimated Overseas Insurance Charge to be paid at actual against authentic documents and monetary receipt (In case the firm holds open insurance policy, the Insurance Certificate relating to the consignment will have to be provided).
- (e) Total CIP/CIF Kolkata value.

**23. AFTER SALES SERVICE:** In case of imported items, foreign manufacturing firms should indicate facilities available for after sales service, detail address and contact number of their local representative in India without which their offers are liable to be ignored.

**24. DELIVERY:**

- (a) Delivery of goods at Department of Veterinary Pharmacology, CVSc, AAU, Khanapara will have to be maximum within 90 (ninety) days from the date of issue of the Purchase Order.
- (b) Delivery at Kolkata Airport only: As we do not have clearing agent in any other Airport/Seaport, delivery is to be made only at Kolkata.
- (c) While transshipment will be allowed, part shipment will not be allowed.

**25. PAYMENT:**

On request by the supplier/s 100% payment by FDD will be made. In this case on receipt of your Order Acknowledgement an FDD will be established for total ordered value, thereupon, a Xerox copy of the FDD will be sent to you which will enable you to send the materials. On satisfactory receipt and acceptance of the materials or satisfactory installation and commission of the equipment the Original FDD will be sent to you.

Note: Please note FDD will not be opened unless and until Letter of Acknowledgement in original is received by the PI at CVSc, AAU, Khanapara directly from the principal (Even in case of firms having subsidiary office in India). The Indian agents are therefore advised to submit quotation after consultation with their respective principals).

**26. CUSTOMS DUTY:**

The Institute is generally exempted from payment of Customs Duty vide GOI Notification No.51/96-Customs, dated 23.07.96 (as amended by Notification No. 28/2003 dtd. 1/03/2003 & Notification No. 43/2017 dtd. 30.06.2017 ) with Regn. No. TU/V/RG-CDE (500)/2017 dated 07/11/2017. [CUSTOMS DUTY EXEMPTION CERTIFICATE WILL BE MADE AVAILABLE BY THE INSTITUTE IN REGARD TO QUOTES IN FOREIGN CURRENCY ONLY [NOT AGAINST QUOTES MADE BY A FIRM IN INDIAN CURRENCY, UNLESS THE CONCERNED FIRM IS A FOREIGN HOLDING COMPANY WITH 'FDI' CERTIFICATE ISSUED BY THE MINISTRY OF FINANCE, GOVT. OF INDIA

**27. AGENCY COMMISSION:**

The percentage of ex-works value to be paid to Indian agent in equivalent to India currency as agency commission as applicable will have to be clearly stated in the quotation wherever applicable.

**28. COUNTRY OF ORIGIN:**

While Country of Origin Certificate will not be insisted, the same however will have to be stated in the Original Invoice for payment through L/C.

**29. L/C AMENDMENT:**

L/C/FDD amendment charges due to mistake on the part of the supplier including delay in delivery of goods, if any, will have to be borne by the supplier.

Sd/  
(Chandana Choudhury Barua)  
In Charge, Small Animal House.  
Prof. Deptt of Pharmacology, CVSc, Khanapara

Annexure I  
Format for Quotation

Sl. No.	Sl. No. in NIT	Name of the Item	Desired Specifications of NIT	Offered Specifications	Quoted Unit Price*	GST	Extra charges, if any, for delivery at destination	Custom duty, if applicable	Total amount*	Other terms and conditions

\*In case of foreign currency, value in Indian Rupee at the current rate must be mentioned.

sd/  
(Chandana Choudhury Barua)  
In Charge, Small Animal House.  
Prof. Deptt of Pharmacology, CVSc, Khanapara



