



OFFICE OF THE PRINCIPAL

**SWAHID SMRITI MAHAVIDYALAYA**

VILL.: BELSOR, P.O.: BELSOR, DIST.: NALBARI (ASSAM) PIN.: 781304

**ESTD : 1989**

EMAIL: [swahidsmritimahavidyalaya6@gmail.com](mailto:swahidsmritimahavidyalaya6@gmail.com)  
[principal@ssm.ac.in](mailto:principal@ssm.ac.in)

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Ref. No.- SSMB/DBT/2024/T-012

Date- 15-02-2024

**Swahid Smriti Mahavidyalaya**  
(UGC 2f & 12B recognized and NAAC Accredited Grade-B)  
**Belsor, Nalbari, Assam**

E-Tender Document for “**Supply of Laboratory equipment from reputed manufacturer**”  
at the campus of Swahid Smriti Mahavidyalaya  
**Belsor, Nalbari, Assam**

**Dr. Manash Barthakur,**  
Principal  
**Swahid Smriti Mahavidyalaya**  
**Belsor, Nalbari, Assam**  
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### NIT Critical Date Sheet

|  |   |
|--|---|
| NIT reference number   | SSMB/DBT/2024/T-012                     |
| Date of release of NIT through portal<br><a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a> | 15-02-2024                              |
| Bid submission start date (online)   | 15-02-2024                              |
| Last date for submission of online bid   | 22-02-2024                              |
| Pre bid meeting  | 20-02-2024                              |
| Date for opening of Technical Bid  | 22-02-2024                              |
| Date for opening of Financial Bid  | To be informed for shortlisted Bidder`s |
| EMD  | Not applicable                          |
| Tender Processing Fee  | Rs. 100                                 |

**SCOPE OF WORK:-** Supply of Rota Rod equipment in the laboratory of Swahid Smriti Mahavidyalaya, Belsor Nalbari

**NOTE:** Specifications mentioned below should be submitted in financial Bid only.

**Following are the specifications of the Item that need to be supplied-**

**(Rota Rod Apparatus for study on muscle strength of mice)**

- **4 compartment apparatus**
- **Built in LSI chip**
- **Digital millisecond timer for measuring fall-off time for mice**
- **Motor Coupled rotating rod with speed less than 10 RPM**

**A) Terms & Conditions as follows:**

**For supply of consumables in the Laboratory of Swahid Smriti Mahavidyalaya, Belsor, Nalbari (Assam)**

1. The envelope containing the Tender as well as subsequent communications should be addressed and delivered to: **Principals office, Swahid Smriti Mahavidyalaya, P.O. – Belsor, Dist. – Nalbari (Assam), PIN- 781304.**
2. Tender document may be downloaded from college website [www.ssm.ac.in](http://www.ssm.ac.in) (for reference only) and Assam Tenders site <https://assamtenders.gov.in/e procure/app> as per the schedule as given in CRITICAL DATE SHEET.
3. Bid shall be submitted online at Assam tender's website: <https://assamtenders.gov.in/e procure/app>.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the web site [www.ssm.ac.in](http://www.ssm.ac.in) and assam tenders e-procurement website <https://assamtenders.gov.in/e procure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.
6. **The complete bidding process in online bidding, Bidder should be possession of valid digital Signature Certificate (DSC) for online submission of bids.**
7. A copy of registration certificate, a copy of GST number and along with latest income tax clearance certificate should be attached with Technical Bid.
8. Conditional and telegraphic tenders shall not be accepted.
9. An undertaking to the effect that the company/ firm/ distributor is not blacklisted should be attached with Bid documents,
10. Rate should be quoted at inclusive of GST mentioning the rate of GST. All tenders/quotation will be deemed to be for F.O.R (Free on Road) destination at Swahid Smriti Mahavidyalaya, Belsor including packing forwarding and insurance charges ant not ex-work, ex-godown, ex-miles etc.
11. A person signing the tender form or any other document forming the part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if on enquiry it appears that if the person so signing had no authority to do so, the purchaser may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all costs and damages.
12. The Tenders must be uploaded in two parts (i) Technical Bid & (ii) Financial Bid separately.
13. **The Tender Fee is required to pay as per govt. norms.**
14. The items must be supplied within 21 days from the issue of formal supply order.

**15.** All quotations/ tenders should be deemed valid till 28<sup>th</sup> March 2024 or till the finalization of new tender, subject to sole discretion of authority of Swahid Smriti Mahavidyalaya.

**16.** Any request for increase in the approved rates will not be entertained for any reason for the contract period and the items required to be supplied by the contractor should strictly be in accordance with the sample approved.

**17.** The inspection for goods will be carried out by the consignee at destination and rejected goods will have to be removed by you within 7 days of dispatch of advice from the undersigned failing which goods will live at your own risk.

(i) Rejected goods must be replaced by you within 7 days of dispatch by consignee of notice intimating that good have been rejected failing which the consignee will make risk purchase without any further reference to you.

(ii) If you claim that the goods supplied by you are strictly according to approved samples, you may file the appeal with the chairman, where such appeal have been filed, the consignee will hold the goods with him till the final decision of chairmen, purchase committee.

**18.** The supply must be completed satisfactorily within the stipulated period, failing which the chairmen purchase committee reserves all the rights for appropriate action.

**19.** The materials shall not be considered delivered until it is approved & received by the competent authority as defined by the purchase committee.

**20.** The rates shall not be finalized after demonstration of the materials; the purchase committee shall finalize the rate after opening of financial bid.

**21.** The college authority reserve all the rights to reject any or all the bids or part or not to award the contract to the lowest bidder considering the samples. The decision of the college authority shall be final and binding on all.

**22.** If the price of the contracted items is/are controlled by government, the payment will in no case be allowed at higher rate than the quoted.

**23.** The quantity can be increased or decreased or all together abandoned as per the changed requirement of the department as well as availability of the funds.

**24.** Undersigned reserves the right to reject any or all the tenders without assigning any reason. Swahid Smriti Mahavidyalaya does not pledge itself accept the lowest or any other tender and reserves to itself the right of acceptance.

**25.** Payment schedule: Payment will be made after receipt of the bill containing the certificate from the concerned department that the item supplied by the bidder is fully upto their satisfaction and according to their specifications.

**26.** TDS and other applicable taxes as per prevailing rates will be deducted at the time of making the payments.

**27.** No advance payment will be made in any case.

28. Supply should be made from latest batch of production with the maximum lift period & original packing.
29. No revision of rates (on higher side) will be accepted during the period.
30. No payment will be made for unsatisfactory supply.
31. Supply should be made in full order and shortage will be procured on the risk and cost of supplier.
32. The items are to be supplied at site.
33. Rate wise comparison of the quotes will be made and L1\* for each item (if Two Equipment`s/material) will be determined accordingly. In this context, final decision of the committee will be binding on all and no claim in this regard will be entertained.
34. The L1 bidder will have to sign an agreement with the college authority.
35. The college authority reserve the right to impose any other condition for regulating the contract in the public interest.
36. All disputes are subject to Guwahati jurisdiction.
37. Interested bidder will have to submit unconditional acceptances to the above terms and conditions at the time of submission of quotation on the letterhead of the company/firm.
38. The bidders who does not fulfil any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of bidder only and any further correspondence in this regard will not be entertained.

**Note:** Tenders must go through these terms and conditions very carefully and put his signature in token of acceptance of these terms.

#### **B) Enclosures-cum-Checklist**

Documents etc. which must be placed in the '**Technical Bid**' are:

- i) NEFT/ RTGS/ Online payment gateway receipt of the **Tender processing fee** worth `100/- with transaction id.
- ii) In case of Distributor/Dealer/Supplier must be upload tender specific authorization certificate from OEM/ manufacturer should be uploaded. (**Annexure-I**)
- iii) **Bidder information Annexure – Annexure-II**
- iv) Copy of bidding document duly sealed and signed by the authorised signatory representing the bidder.
- v) An undertaking on the letterhead of the bidder clearly stating that 'all terms and conditions stipulated in the bidding document are unconditionally acceptable to us'
- vi) Copy of valid/ up-to-date trade license issued by the competent authority under jurisdiction of Assam State.
- vii) Copy of PAN card
- viii) Copy of certificate pertaining to GST registration

- ix) Copy of document(s) indicating income tax returns (ITR) filing for the Current Financial Year [i.e. Assessment Year 2021-2022]
- x) Copy of documents/ testimonials [such as purchase orders/ invoices] indicating prior work experience of similar nature.

**Financial Bid:** Price bid in the form of BOQ\_XXXX .xls.

Tender No. : SSMB/DBT/2024/T-012

**Annexure-I**  
**Manufacturer's Authorization Letter**

Date:

Tender Ref. No.:

To: Principal, Swahid Smriti Mahavidyalaya, Belsor Nalbari

**WHEREAS**

We [*insert complete name & address*], who are manufacturer of *following items*, do hereby authorize [*insert complete name of Bidder*] to submit a bid, the purpose of which is to provide the following item(s), produced/manufactured by us, and to subsequently negotiate and sign the Contract.

| <b>S. No</b> | <b>Name of the Item(s)</b> | <b>Quality Certifications</b> | <b>Details of the Mfg. License</b> | <b>Details of Production Facility</b> |
|--------------|----------------------------|-------------------------------|------------------------------------|---------------------------------------|
| 1            |                            |                               |                                    |                                       |
| 2            |                            |                               |                                    |                                       |
| 3            |                            |                               |                                    |                                       |
| 4            |                            |                               |                                    |                                       |

We have been manufacturing product(s) of similar in nature as stated above since last three financial years ended on .....

We shall stand guarantor with respect to the quality and genuineness for the goods manufactured or produced by us and supplied by *<insert the name of the bidder>* to *<insert name of the procuring entity>*, on the award of the contract.

We also stand guaranteed to fulfill the warranty and maintenance obligations with respect to the goods manufactured by us as per the bid terms and conditions either directly or through our authorized representatives.

Signed:

Name:

Designation:

Dated on \_\_\_\_ day of \_

## Annexure-II Bidder Information

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date:

Tender Ref. No.:

| 1. Bidder's Name:  |                                   |                          |                                    |                                      |
|--|-----------------------------------|--------------------------|------------------------------------|--------------------------------------|
| 2. Bidder's year of registration/incorporation:  |                                   |                          |                                    |                                      |
| 3. Bidder's Address:   |                                   |                          |                                    |                                      |
| 4. Activities Undertaken by the Bidder:  |                                   |                          |                                    |                                      |
| 5. Bidder's Authorized Representative Information  |                                   |                          |                                    |                                      |
| a) Name:   |                                   |                          |                                    |                                      |
| b) Address:  |                                   |                          |                                    |                                      |
| c) Telephone/Fax numbers:  |                                   |                          |                                    |                                      |
| d) Email Address:  |                                   |                          |                                    |                                      |
| 6. Details of the Manufacturer and the Production/Processing facility from where the offered goods/item(s) have been produced and processed. |                                   |                          |                                    |                                      |
| S. No  | Name of the Goods/Item(s) offered | Name of the Manufacturer | Details of the Production Facility | Details of the Manufacturing License |
| 1  |                                   |                          |                                    |                                      |
| 2  |                                   |                          |                                    |                                      |
| 3  |                                   |                          |                                    |                                      |
| 4  |                                   |                          |                                    |                                      |
| 5  |                                   |                          |                                    |                                      |
| 6  |                                   |                          |                                    |                                      |
| 7  |                                   |                          |                                    |                                      |



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| 7. Years of experience in similar line of activity.   |
| 8. List of clients in Govt/Public Sector to whom supply has been done in last three years                                   |
| 9. Details of the Bank Account:<br><br>(i) Name of the Bank:<br>(ii) Type of Account<br>(iii) Account Number:<br>(iv) IFSC: |

**Signature of the Bidder/ Authorised Signatory**

**(Name, Address & Designation)**