

GENERAL TERMS AND CONDITIONS:

- 1.The intending bidders may collect tender papers from the office of the undersigned on any working days during office hours or may down load from the web site www.dfsassam.org.
- 2.The tender should reach the undersigned on or before 2-30 P.M. of **20thJune, 2013** and no tender received thereafter will be accepted. The tenders will be opened on the same day at 3.00 P.M. in presence of the intending bidders or their authorised representatives. If the opening day fall on a Government holiday or any bandh then tenders will be opened in the next working day at same time and same place.
- 3.The Director, Directorate of Forensic Science, Assam does not bind himself to accept the lowest rate and may reject any or all tenders without assigning any reason thereof.
- 4.The bidders must mention the warranty period for the equipment quoted along with the availability of the service facility of the equipment
- 5.The bidders should be a manufacturer/Authorized dealer or supplier and must submit Authorization certificate
- 6.The bidders must also quote the rate of Annual Maintenance Contract beyond the warranty period where applicable.
- 7.The warranty period is between twelve months to thirty six months depending on the items and stating from the date of successful installation of the instrument on site.
- 8.The successful bidders will have to execute agreements before the issue of supply orders.
- 9.All the legal proceeding arising out of any dispute between the parties shall be settled within the territorial of the Court in Guwahati.
- 10.In case of any dispute, the decision of the undersigned shall be final and binding on all.
- 11.All the tenders should be addressed to:

**The Director,
Directorate of Forensic Science, Assam,
Kahilipara, Guwahati-781 019.**

SUBMISSION OF BID:

1. The bid must accompany Annexure-I with Techno Commercial part of Bid and Annexure-II & III along with "Price" part of the Bid duly filled in and signed by the Bidder along with the seal of the Firm.
2. The Bidders are requested to quote-total price of each instrument separately indicating the Govt. levies, freight, insurance, installation charges and other expenditure item-wise F.O.R. Directorate of Forensic Science, Kahilipara, Guwahati. The bidders are expected to examine the bidding documents carefully and are deemed to have received and read all documents. It shall be the responsibility of the bidders to request the copies of any missing documents .Failure to do so will be at bidder's risks.
BIDDER CAN QUOTE THE RATES FOR ALL THE INSTRUMENTS OR SOME OF THE INSTRUMENTS AGAINST ONE TENDER DOCUMENT. HOWEVER, SEPARATE PRICE BID AND TECHNICAL BID SHOULD BE SUBMITTED FOR EACH ITEM CLEARLY MENTIONING THE ITEM CODE NUMBER, ITEM NAME ON THE TOP OF THE ENVELOPES WITH SENDERS NAME AND ADDRESS.THE DIRECTOR, DIRECTORATE OF FORENSIC SCIENCE, ASSAM, RESERVES THE RIGHT TO ACCEPT THE TENDER IN FULL OR IN PART. THE BID FOR EACH ITEM SHOULD BE IN SEPARATE SHEETS/PAGES AND ITEM CODE NUMBER SHOULD BE WRITTEN ON THE TOP OF EACH BID. EMD SHOULD BE SUBMITTED SEPARATELY AGAINST EACH ITEM. ITEM-WISE TECHNICAL SPECIFICATIONS AND PRICES SHOULD BE IN SEPARATE ENVELOPS i.e. THERE SHOULD BE SEPARATE ENVELOPE FOR EACH ITEMS IN CASE BIDDERS DESIRES TO QUOTE MORE THAN ONE ITEM. BIDDERS SHOULD COMPLY TO THE ABOVE INSTRUCTION.
3. For the authorized Indian Suppliers, supplying foreign Origin/manufactured items, they are allowed to quote in Indian Rupees on FOR destination basis. However, the Directorate will not enter into any Trade Agreement such as high Sea Sale/deed etc. The Concessional Custom Duty and Excise Duty Exemption certificate will be supplied. In that case, the normal custom duty applicable should be borne by the supplier. The entire responsibility/charges upto destination should be borne by the supplier. Therefore excise duty

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and custom duty excluded price should be quoted. Taxes, other levies, insurance, Octroi, freight etc., if any should be indicated separately, No C/D forms will be issued against VAT/CST.

4. It may be noted that mere quoting lowest rates will not entitle any firm to get the order. The quality of the item being offered, the past performance supply etc. will also be taken into consideration. Prior to award of purchase order the buyer can call ant details, explanation, regarding technical & financial aspect, including demonstration of the instrument/equipment.

5. The Tender is to be submitted **“single stage-3 envelops system”** i.e. the first sealed envelope will contain the earnest money, the second sealed envelope will full information required to judge pre-qualification, earnest money, complete details and specifications of the instruments offered including the leaflets and catalogues, list of credentials with documentary evidence i.e., purchase order etc., PAN No. Vat/Sales Tax Registration No., Affidavit for not being black listed, Commercial Terms & Conditions etc. It shall be marked **“Pre-qualifications, technical and commercial Bid No. DFS.180/MOD/2010-2011/275/810 dtd. 31.05.2013 due on 20.06.2013 for supply of Scientific equipments.** The third envelope will contain **only price quoted by the bidder** in the form given at Annexure –II of this documents and shall be clearly marked & equipment”. All the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of Directorate of Forensic Science, Assam and superscribed with bold letter **“Tender for the Item No.....”**. The senders’ address should be mentioned in all envelopes.

6. The Firm who seek exemption from depositing earnest money being small scale industry of being registered with NSIC, DGS & D and other Government agencies which entitles them for exemption must submit the valid Registration Certificate covering the instrument offered by them along with the permissible value. The copy of Government Notification granting exemption from deposit of EMD must be submitted along with the techno – commercial part of tender along with the bid. (EMD Exemption will be granted only to those items specified in the certificate of Registration).

7. Bidders will have to submit an earnest money, as indicated against each item, in the form of NSC/KVP/Bank Draft/Fixed Deposit/Bank Guarantee/Call deposit pledged in favour of Directorate of Forensic Science, Assam, Kahilipara, Guwahati. The successful bidders will have to furnish 5% security deposit. The earnest money of the unsuccessful bidders will be released after the finalization of the tenders.

8. Unsuccessful bidders bid security will be discharged/returned without any interest in the same form after the concerned purchase is finalized and that of successful bidders will be discharged without interest after the successful installation of the instrument.

9. The installation and commissioning of the instruments is the entire responsibility of the supplier. It must be done either by the principal/supplier or their authorized against within one week of the receipt of the instruments by the Directorate.

10. If the instrument supplier is found defective/unsatisfactory condition/short supply/other than specifications in the Purchase Orders, the same will have to be replaced at the suppliers’ risk and cost. The Directorate will not pay freight and other charges for replacement.

11. The prices must be quoted item-wise i.e. basic price, taxes, packing forwarding, handling and installation charges etc. The charges must be quoted clearly and not in vague terms like “As Actual” “Approx” etc.

12. All tenders must submit along with their tenders the following documents in their technical bid duly photostatted and attested.

- (a) Up to date valid Tax clearance certificate with TIN number.
- (b) In case of authorised dealer/distributor/agent, a certificate from the manufacturer to that effect.
- (c) A list of users.
- (d) S.S.I. unit registration certificate wherever necessary.
- (e) Central Excise clearance certificate in case of manufacturers.

13. MOST IMPORTANT

PLEASE NOTE THAT ANNEXURE-I OF THIS DOCUMENT MUST BE ENCLOSED WITH THE FIRST PART OF BID i.e. **“TECHNICAL/COMMERCIAL BID AND ANNEXURE-II AND III WILL BE KEPT IN THE SECOND PART OF BID i.e. PRICE BID.**

ANNEXURE – I

S. No.

APPLICATION FROM

(To be filled by the bidder)

1. Name and full address of the Bidder including Telegraphic Address/Telex No. and Fax No. e-mail. :
- 2) Name and Designation of the Head of the Firm/supplier and his Telephone No. :
- 3) i) In case the supplier is located out of ASSAM specify the Address/ Authorised Distributor's or Agent's Address in Assam, if any. :
ii) Name, Designation, Address Telephone & Fax Number of the Authorised Person who may be Contacted during the process of the purchase concerned under this document (Applicable for all the suppliers) :
- 4) Item Code Number(s) & Description of item quoted for. :
- 5) Whether Earnest Money Deposited (Amount: Rs.) :
- 6) If yes, Demand Draft No., Date and Name of issuing Bank. :
- 7) Validity of Tender :
- 8) If the tender documents are accepted in full (Yes or No) :
- 9) Income Tax Clearance Certificate attached (Latest) (Yes or No) with PAN Number. :

Place:

Date:

Legally Binding Signature with stamp
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Annexure – III
UNDERTAKING

DATE.....
TENDER NOTICE NO.

TO
THE DIRECTOR,
DIRECTORATE OF FORENSIC SCIENCE, ASSAM
KAHILIPARA, GUWAHATI- 19.

Sir,

Having examined the conditions of Tender Document and specifications of the instruments, the receipt of which is hereby acknowledged. We, the undersigned, offer to supply, install and commissioning the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

(Please add additional pages, if required). The above supply, installation and commissioning shall be in conformity with the specifications and conditions of supply.

We undertake if our bid is accepted to deliver the instruments quoted by us, we shall deliver and install within the period indicated by us in our offer, failing which, we have no right to claim the offer.

We agree to abide by this bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before expiration of that period.

We are submitting a Demand Draft for Rs..... in favour of “Director, Directorate of Forensic Science, Assam”, towards the Earnest Money.

This Bid, together with your written acceptance thereof in your notification of award shall constitute a bidding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this..... day of2013

Signature of authorized Person, Name with Stamp & full Address.