



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5¹/₂ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



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GOVERNMENT OF MEGHALAYA

BIO-RESOURCES DEVELOPMENT CENTRE (BRDC)

Request For Quotation (RFQ)

FOR

Procurement of Laboratory Equipment's

Joint Secretary to the Govt. Of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,
5 ½ Mile, Upper Shillong.

REQUEST FOR QUOTATION

Procurement of Laboratory Equipment's

Purchaser: *Bio-Resources Development Centre*

Contract title: *Procurement of Laboratory Equipment's*

RFQ No: E-File No: PLN/BRDC/0306/2023/NF/3

S#	Description	Date & Time
1	Date of Issue of RFQ	21st December, 2023
2	Last Date and Time of submission of RFQs	5th January, 2024 at 1400 Hrs.
3	Opening of RFQs	5th January, 2024 at 1430 Hrs.

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF LABORATORY EQUIPMENT'S

To

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Procurement of Laptops

You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

***Detailed Specifications given at Annexure I**

Sl#	Brief Description of the Goods	Qty	Consignee Address	Delivery Period
1	Laminar Air Flow Chamber		As mentioned in T&C Cl. 4	To be mentioned in the Supply Order.
2	Autoclave 98 liter			
3	Labelling Tag			
4	Slippers			

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest as defined in the Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSU's or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.megbrdc.nic.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- 3. Delivery of Items:** 30 days from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- 4. Consignee Address (and quotation Delivery Address):**
Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong – 793009

5. Quotation Price

- a) The quantity offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The transportation and installations charges should be included in the financial quotations and no other additional cost than what is quoted by the vendor will be accepted by BRDC
- d) Goods and Service Tax (GST) should be indicated separately.
- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures.
- g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Such bids with no proper details are likely to be disqualified.

6. Qualification of Bidders

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

7. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate
- b. Valid certificate of GST registration
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

- e. Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2020 – 2023)
 - f. Audited Financial Statements of last three years (2020 – 2023) demonstrating the average annual turnover of INR 5 lakh
- 9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- (a) are properly signed; and
 - (b) Confirm to the terms and conditions and specifications.
 - (c) Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - (d) Bid submitted should be in English Language only
 - (e) The quotation will be evaluated on a Lot wise basis.
- 10. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be published in www.megbrdc.nic.in
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached)
- 11. Warranty/Guarantee:** The material is quoted with a minimum Warranty/Guarantee period of 03 years after the date of delivery and acceptance at final destination.
- 12.** You are requested to provide your sealed quote latest by 13.30 on **5th January, 2024**. Quotations that have been submitted on or before time will be opened at 1400 hours on December, 2023.
- 13. Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.

- 14. Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at BRDC Shillong, generally through RTGS / FUND TRANSFER. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
- (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No.
- 15. Installation Charges:** Supplier shall be responsible for installation whichever applicable and should have technical expertise and trained personnel to render “After Sales Services” during the warranty period.
- 16.** Expenditure involves towards any extra materials required or labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.
- 17.** Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION
- 18.** We look forward to receiving your quotations and thank you for your interest in this bid.

Important: - The BRDC may accept or reject any or all the bids in part of in full without assigning any reason and doesn't bind itself to accept the lower bid. The BRDC at its discretion may change the quantity / upgrade the criteria / drop any item or there-of at any time before placing the work Order.

Sd/-

**Shri Gunanka D. B. IFS,
Joint Secretary to the Govt. of Meghalaya &
Member Secretary,
Bio-Resources Development Centre,
5 ½ Mile, Upper Shillong**

ANNEXURE 1: FORMAT OF QUOTATION

Sl. No.	Description of Goods	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Laminar Air Flow Chamber					
2	Autoclave 98 liter					
3	Labelling Tag					
4	Slippers					

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs.....amount in words) within the period specified in the Invitation for Quotations. We also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier

¹ Any unconditional discounts if offered shall be specified in this column along with the unit rates.

SUPPLY ORDER

To:
M/s

.....
.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

Your quotation no..... of (Date) for the supply of has been accepted. You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Laminar Air Flow Chamber	1200x600x600	NA		
2	Autoclave 98 litre	98 litre			
3	Labelling Tag (sticker)	-			
4	Slippers	Size 6 and 7			
	Total				

1. Delivery Period: 30 Day(s) from the date of issue of this supply order.
2. Place of delivery: As mentioned in Clause 4 of T&C
3. Consignee Address: Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong - 793009
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
5. Extended Warranty/Guarantee shall be 3 Years from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)

Sd/-
Shri Gunanka D. B. IFS,
Joint Secretary to the Govt. of Meghalaya &
Member Secretary,
Bio-Resources Development Centre,
5 ½ Mile, Upper Shillong

Annexure I

Sl. No.	Particulars	Detailed specifications	Brand
1.	Laminar Air Flow Chamber	-Dimension: 1200x600x600 -Laminar cabinets: stainless steel -Cabinets having two-time filtration of atmospheric air -HEPA: accurate performance rating as high as 99.7% with cold dop and 99.7% with hot dop -blower fitted with ¼ h.p. motor with rpm of 1400(ISI Marked) and operates at minimum noise -with UV light -cabinets are illuminated with fluorescent light -operated at 230V, single phase 50 Hz	NSW-201
2.	Autoclave 98 liter	-Capacity: 98Liters -Inner dimension: 450x600 -Sterilizing pressure=1.2kgf/cm ² (15 psi) at 121°C -Operating pressure= from 15 psi to 22 psi(adjustable) -Power supply=220x230V, 50/60 Hz -Pressure Vessel= SS 304 Grade Stainless Steel -External wall= SS 304 Grade Stainless Steel -Top lid= SS 304 Grade Stainless Steel -Basket= SS 304 Grade Stainless Steel	Thymol TAI-903
3.	Labelling tags (Sticker)	2.5x1 cm	-
4.	Slippers	Size 6 and 7	Bata

The rate quoted should include:

- Make/Brand Name with installation
- F.O. R BRDC, Upper Shillong, 5 ½ Mile, Upper Shillong
- Warranty Period minimum 3years with after sales service.
- Installation etc.