

DBT's Twinning Project on "Refinement of Process Protocol for Preparation of Traditional Fermented Fish Products of Northeast India by using Biotechnological Tools and its Process Mechanization"

Sl. No.	Name of the Equipments	Specifications
1	Analytical Balance	Display: Touch screen with graphical user interface; Levelling: Automatic, With lid cover, Capacity: 220-300g, Readability:0.01mg; Repeatability: $\pm 0.02/0.1$ mg; Linearity: $\pm 0.03/0.2$ mg; Pan Size (inner diameter): 90-120 mm, Calibration: Automatic.
2	Microbiological Incubator	Double walled construction; 3" Thick PUF Insulation, Motorized Blower for air circulation; F-class insulation, 1450 RPM, 230 Volts; Temperature Accuracy : ± 0.2 °C Temperature Uniformity : ± 1 °C; Acrylic door with gasket to view samples inside the chamber; Stainless steel trays, 100 litre capacity.
3	Homogenizer	Sample Volume Range: 1-250ml; Clamp to hold 6x 50 ml vials, 48x2ml vials, 24x5 ml vials, Speed control from 8,000 to 30,000 rpm, High Speed motor, Generator made of 316 L stainless steel shafts, All shafts interchangeable and easily de-teachable for cleaning.
4	Anaerobic system	Anaerobic system mark III supplied, Anaerobic Indicator tablet RT, Anaerogas pack 3.5 L
5	Serological water bath	Double walled, Epoxy coated, Inner chamber (stainless steel) fitted with immersion heater, Circulation pump/ stirrer with speed regulator, Indicator and PID temperature control, Temperature range 5°C above ambient to 100°C ± 0.1 °C; Inner chamber: 450 mm X

		330 mm X 330 mm; 2” Thick PUF Insulation; Temperature Accuracy :± 0.5 °C.
6	Laminar flow (Vertical)	Body stainless steel, External Dimension: 60” X 30” X 50” (W X d X h); Internal work zone: 53” X 28” X 29” (W X d X h); Noise level: low/noiseless, Useable work zone: 9.0 sqft; Main filter: HEPA with integral metal guards and filter frame gasket. Filter having capacity to retain airborne particle 0.2- 0.3 micron and above, Pre filter: disposable and non washable polyester fibres, Stainless Steel table top, Manometer, Built in UV light, Visible light during work, Air and gas cocks, Transparent folding front door. 230 V AC. 50 Hz.

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/Pen Drive 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. The bidder shall have to deposit Rs. 200.00 in the form of Bank Draft drawn in favour of “Comptroller, AAU, Jorhat” and payable at Jorhat.
4. The tender must be submitted by hand or mailed (Speed post/Courier) within 15 days from the release of advertisement in newspaper or website (whichever is earlier)

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:-

<p>QUOTATION FOR SUPPLY OF “-----” FOR THE PROJECT -----DEPARTMENT OF -----, CoE., AAU, RAHA, <u>NAGAON-782103</u></p> <p>NIQ REF NO..... DATED..... LAST DATE FOR SUBMISSION.,</p> <p>To, The Principal Investigator DBT’s TWINNING PROJECT Department of Fisheries Engineering College of Fisheries, Assam Agricultural University Raha, Nagon-782103, Assam, India</p> <p>From: M/s _____</p> <p>Contact No.: _____</p>
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Email ID: _____

2. Standard Technical literature preferably printed & supplied by manufacturer concern on each of the items offered.
3. Authorized Dealership Certificate on the offered products in case of dealer/s.
4. List of reputed organizations/Institutions, where similar orders have been executed (copies of the purchase/work orders will have to be enclosed).
5. GST No of DR (Vety), AAU, Khanapara has been granted. In respect of Tax Components both the parties will follow the norms of GST where ever it is applicable.
6. In case the offered price is inclusive of all taxes, the tax components in details should be shown separately.
7. Earnest money should be shown in details in the forwarding letter.
8. Details of nature and maximum period of **warranty** offered by the Bidder/Vendor.
9. After Sales Service: The name & address of the nearest available authorized service centre to College of Fisheries, AAU, Raha, Nagaon should be stated in the quotation.
10. 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.
11. At the time of delivery/Installation the supplier should stick a Sticker in a suitable 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.:

12. All enclosed documents should be duly self attested with seal of the supplier/dealer/ manufacturer

TERMS & CONDITIONS:

(Please note the term ‘**both foreign & indigenous**’ wherever mentioned, means the term is applicable to both foreign & indigenous purchase)

1. **Rates:** Rates quoted for indigenous items must be quoted in Indian currency and FOR College of Fisheries, Assam Agricultural University, Raha, Nagaon-782 103, on DOOR DELIVERY Basis, with break-ups as per details below (For import items please refer ‘Additional Terms for imported goods’ below).

Break-ups of cost:

(a) Basic Price

- (b) In respect of Tax components both the parties will follow the norms of GST where ever it is applicable.

(c) Grand total FOR, College of Fisheries, AAU, Raha Price.

Note: Vague terms like “packing/packaging, 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/make cutting 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 160 days.

3. **Earnest Money** (Both foreign & indigenous):

All firms are required to submit Earnest Money along with the Quotation. The EMD of unsuccessful bidders shall be returned afterward of contract. All tenders received without EMD shall be summarily rejected. The EMD of the successful bidder awarded contract will be retained as performance security till the warranty period is over.

Refundable earnest money deposit, amounting to minimum 2.5% of the total quoted value (rounded off to the nearest thousand rupees) through Demand Draft or Fixed Deposit, drawn in favour of Comptroller, Assam Agricultural University, Jorhat- 785 013, Assam, India payable at Jorhat will have to accompany all quotations to be submitted. Quotations submitted without appropriate amount of earnest money are likely to be rejected.

Earnest money deposit will not bear any interest, and have to be in the form of demand draft or Fixed Deposit only.

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

The date of delivery for the supply order of items 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 subject to a maximum of 10% (ten percent) 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, College of Fisheries, AAU, Raha, Nagaon 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 Tax as per GST (at applicable) should be clearly indicated.

6. **PRE-INSTALLATION REQUISITES** (Both foreign & 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 foreign & 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 Organization.

8. **EXCISE DUTY:** The Institute is exempted from payment of Customs. The DSIR certificate will be furnished when needed.

9. All taxes (if require) will be as per GST norms.

10. **DELIVERY:**

(a) Door Delivery of goods at Department of Fisheries Engineering, College of Fisheries, AAU, Raha 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 College of Fisheries, AAU, Raha 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 Fisheries Engineering, College of Fisheries, AAU, Raha 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 College of Fisheries, AAU, Raha. 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 CoF, AAU, Raha, Nagaon.

- 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 CoF,, AAU, Raha, Nagaon (or takes longer period in-spite of what CoF, AAU, Raha, Nagaon may authorize in writing), CoF, AAU, Raha, Nagaon may terminate the contract/ purchase order in whole or in part and forfeit the EMD as applicable. In addition to above, CoF, AAU, Raha, Nagaon, may at its discretion also take the following actions:

CoF, AAU, Raha, Nagaon, 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 CoF, AAU, Raha, Nagaon, 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., Raha, Nagaon Campus of the University. Logistic expenditures towards Customs Duty, Clearing Charges, Transportation cost etc. should be included in the rate and shown separately.

► **In case of Irrevocable Letter of Credit the following points should be maintained strictly:-**

- i) MAWB No. & HAWB No. & Forwarder's Name (To Whom Release order should be issued by the negotiating bank) should immediately be informed by the Principal through Fax to the Buyer 10 (ten) days before dispatch of the equipment.
- ii) Bank Charges outside India, if required, will have to be borne by the Manufacturer/ Principal.

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 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 Fisheries Engineering, College of Fisheries, AAU, Raha will have to be maximum within 60(sixty) days from the date of issue of the Purchase Order. The custom clearing of consignment is the responsibility of the supplier. The University authority will provide necessary documents like DSIR certificate, user's certificate etc.

(b) While transshipment will be allowed, part shipment will not be allowed.

25. **Payment:** All payment will be made by FDD only. On request by the supplier/s 100% payment can be made by FDD. 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 until and unless Letter of Acknowledgement in original is received at CoF, AAU, Raha, Nagaon, 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 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 Indian 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 LoC.

29. LoC Amendment: LoC/FDD amendment charges due to mistake on the part of the supplier, if any, will have to be borne by the supplier.

Sd/-

(A. Chakraborty)
Director of Research (Vety)
AAU, Khanapara, Guwahati -22.

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, Assam Entry Tax etc.	Extra charges (Road tax, packaging etc.), 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.