

TENDER DOCUMENTS WITH SPECIFICATIONS AND TERMS & CONDITIONS

(Vide No. WB/LB-16/Pt-II/97-98/60/1288 dated 06.08.2016)



Pollution Control Board, Assam

Bamunimaidam, Guwahati-21

Phone: 0361-2550258; FAX 0361-2550259

E-mail: membersecretary@pcbassam.org; info@pcbassam.org

Website: www.pcbassam.org

Tender Document

This document contains the following:

- i) Copy of quotation notice**
- ii) General Terms and Conditions of Bid**
- iii) Terms and Conditions for Submission of Bid**
- iv) Application Form**
- v) Undertaking**
- vi) Bid Form**
- vii) Detailed specification of the instruments.**
- viii) Schedule of Earnest Money to be deposited along with Tender
(Annexure-IV)**
- ix) Check List.**

POLLUTION CONTROL BOARD : ASSAM
BAMUNIMAIDAM, GUWAHATI-781 021
Website: www.pcbassam.org

No. WB/LB-16/Pt-II/97-98/60

Dated Guwahati, the 06th August, 2016

QUOTATION NOTICE

Pollution Control Board, Assam invites sealed Tenders by "Single Stage - 3 Envelop System" from the reputed manufacturers/authorized dealers/suppliers of Scientific Equipments. The document containing list of instruments along with detailed specifications of the items and terms & conditions may be obtained from the Board's Head office during Office Hours from 18.08.2016 till 31.08.2016 on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member Secretary, Pollution Control Board, Assam" payable at Guwahati. The documents can also be downloaded from our Website: www.pcbassam.org and cost of quotation document (DD of Rs. 500/-) should be accompanied with quotation.

The quotation will be received up to 14:00 hours of 31.08.2016 and will be opened on 16.00 hours on 31.08.2016 in presence of the quotationers or their representative.

Sd/-
Member-Secretary (i/c)

Memo No. WB/LB-16/Pt-II/97-98/60-A
Copy to:

Dated Guwahati, the 06th August, 2016

1. M/s APS Advertising Pvt. Ltd. for information & necessary action. They are requested to publish the quotation notice immediately in one issue of **Times of India** (Eastern edition only) as per enclosed format and submit the bill in duplicate to the undersigned for payment.
2. Notice Board/ Website of Pollution Control Board, Assam.
3. Accounts Branch of the Board for information & necessary action.
4. Concerned file.


Member-Secretary (i/c)

GENERAL TERMS AND CONDITIONS:

1. Bidder must pay for the tender document, without which tender will not be accepted.
2. The Board takes no responsibility for delay or non receipt of Tender Document sent by post either way and also reserves the right to accept; or reject any or all the tenders in part or full without assigning any reason thereof.
3. Bidder is expected to follow all the instructions mentioned in the bidding documents. Failure to furnish required information or submission of a bid not substantially irresponsive to the bidding document will be the bidder's risk.
4. This tender notice, Tender forms, Specification etc are also available on PCBA's website www.pcbassam.org/tender.html. Bidders using down loaded tender forms must submit a separate tender fee by Demand Draft along with the technical part of the bid. The tender without requisite tender fee will be rejected.
5. This call of tenders does not bind the Board to place order. The tenders submitted in response to this invitation may be rejected without assigning any reason.
6. The Board at its discretion may extend the last date of submission of tender and opening of tenders. The final authority for acceptance of a Tender will rest with the Chairman, Pollution Control Board, Assam who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.
7. Any overwriting, erasures and interlineations should be initiated by the bidder, without which such bid will not be accepted.
8. In case, the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day as the same time.
9. The bidder should be a manufacturer/authorized dealer or supplier and must submit Authorization certificate with tender documents in case of dealer or supplier.
10. Outside bidder should send the tender through Registered post. Board is not responsible for not receiving any tender within the last date of submission of tender. However, local bidder can drop their tender in the tender box kept in the office for the purpose.
11. Documents, literature, diagrams/Leaflets, samples etc. enclosed in the tender shall become the property of the Pollution Control Board, Assam without any payment.
12. Canvassing in any form will disqualify the Bid.
13. The Tender Notice **No. WB/LB-16/Pt-II/97-98/60/1288 dated 06.08.2016** should be invariably be quoted in the bid and for further correspondence in this regard.
14. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
15. All the Tenders should be addressed to:

**THE MEMBER SECRETARY,
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMAIDAN, GUWAHATI-781021**

2.0 SUBMISSION OF BID

1. The bid must accompany Annexure-I with Techno Commercial part of Bid and 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. PCBA, 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 POLLUTION CONTROL BOARD, 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 INCASE BIDDERS DESIRES TO QUOTE MORE THAN ONE ITEM. QUOTATIONERS SHOULD COMPLY WITH THE ABOVE INSTRUCTIONS.

3. For the authorized Indian Suppliers, supplying foreign Origin/manufactured items, they are allowed to quote in Indian Rupees on FOR destination basis. 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 up to destination should be borne by the supplier. Therefore excise duty 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 any 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. WB/LB-16/Pt-II/97-98/60/1288 dtd. 06.08.2016 due on 31.08.2016 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 document and shall be clearly marked "Price Bid **No. WB/LB-16/Pt-II/97-98/60/1288 dtd. 06.08.2016** for instruments & equipment". All the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of Pollution Control Board, Assam and superscribed with bold letter **"Tender for the Item no."**. The senders' address should be mentioned in all envelopes.

6. The list of instruments/equipments their approximate quantity is given at **Annexure-IV** and the detailed specification of the Instruments are given in the tender documents (Page No. 10 - 12). The quantity mentioned in the tender documents may be increased or decreased at the discretion of the Competent Authority in the Pollution Control Board, Assam without assigning any reason.
7. Item Code number(s) should be mentioned invariably on all envelopes.

Technical & Commercial part of the tender will be opened at **4.00 PM on 31.08.2016** in the office of the Pollution Control Board, Assam, in presence of the representatives of the Bidders who would like to present. Sealed Price Bid part of Technically and Commercially acceptable tenders will be opened on a later date in the presence of purchase committee of the Board.
8. The EARNEST MONEY shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Tender shall not be entertained where a Bidders has not furnished adequate earnest money as specified in the Annexure -IV. In case of non-supply within stipulated time or the instrument supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
9. The Firm who seek exemption from depositing earnest money being small scale industry or 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).
10. 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.
11. The validity of Tender would be for a minimum period of 180 days from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non responsive.
12. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.

13. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to the contract. The letter of authorization should bear the signatures of only the authorized person of the firm. All pages of the Bid Document, except for un-amended printed literature shall be initialized by the person or persons signing the bid.
14. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.
15. The specifications are clearly mentioned in the document and the Bidder are requested to submit Bid only if their offer comply with these specifications. BIDS CARRYING THE STATEMENT LIKE "SPECIFICATION AS PER TENDER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATIONS SUPPORTED BY TECHNICAL LITERATURE AND LIST OF USERS MUST BE ENCLOSED.
16. The nomenclature of the instruments and spares will be invariably same in Proforma Invoice, Invoice, Packing list and in other relevant papers in case the Bidder is allotted the purchase order.
17. With the submission of the Tender, the Bidders are deemed to accept the terms & conditions of the Tender.
18. The Supplier should attach a copy of financial bid (without cost/price figures) along with the technical bid to assess the item/components quoted in the bid.
19. 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 agents within one week of the receipt of the instruments by the Board.
20. The Bidder must sign each and every folio of the Tender.
21. The bidder should attach a separate list for the consumable/spares required for smooth operation of the instrument at least for three years (as optional items) and two copies of trouble shooting manuals, electric circuits etc. along with the bids.
22. The bidder should provide a complete list of spares and consumables required for operation and maintenance of the instruments along with bids.
23. The instrument for which Tenders are invited will have to be supplied as per terms & conditions laid in the purchase order. In case of non-observance of the order will be cancelled.
24. If the instrument supplied 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 Board will not pay freight and other charges for replacement.
25. 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.
26. The warranty/guarantee of the instrument/equipment should be clearly mentioned in the Bid.

27. 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.

28. THERE IS NO NEED TO ENCLOSE THE ENTIRE TENDER DOCUMENT (SUPPLIED BY THE BOARD) WITH YOUR BID. ONLY ANNEXURE-I,II AND III NEED TO BE ENCLOSED AS PER INSTRUCTION STIPULATED IN PARA 23 AND OTHER RELEVANT PARAGRAPHS OF THIS BID.

29. Payment Condition:

Full payment will be released on supply and installation of the system on good and satisfactory condition and furnishing performance security/performance Bank Guarantee equivalent to 5% of the purchase order value till warranty period. The performance security in the shape of Bank Guarantee should be furnished by the principal supplier or their authorized agent from any Nationalized Bank. No proposal for advance payment will be allowed in any case. Proposal for advance payment, document and payment through bank will not be considered. Hence no preference will be given for such advance payment proposals.

30. Annual Maintenance Contract:

The bidder should quote the charge for annual maintenance contract after the warranty period for the instruments.

S. No.

APPLICATION FORM

(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 Numbers of the Authorised Person who may be Contacted during the process of the purchase concerned under this document (Applicable for all the suppliers) :
- 3) Item Code Number(s) & description of item quoted for. :
- 4) Whether Earnest Money Deposited (Amount: Rs.) :
- 5) If yes, Demand Draft No, Date and Name of issuing Bank. :
- 6) Validity of Tender :
- 7) If the tender documents are accepted in full (Yes or No) :
- 8) Income Tax Clearance Certificate attached (Latest) (Yes or No) with PAN Number. :

Place:

Date :

Legally Binding Signature with stamp

BID FORM

No.

Details showing quantity, specification and other details of the instruments offered (to be filled by the bidder and must be kept in "Price Bid" part of the Tender)

SI No and Item code Number of instruments as per our tender Document	Name of Instrument	The Specification offered by the Bidder	Difference in Specifications of tender document and that of Bid, if any	Unit Price (in Rupees excluding rates at col. no. 6)	Taxes and other expenditures (Sales Tax, C.S.T, freight, cost of installation & training (in case of indigenous items)etc.	Total Amount in Rupees FOR PCBA, Guwahati
1	2	3	4	5	6	8

NOTE:- If this sheet is not sufficient to accommodate the bid the additional sheets containing the same proforma but all such sheets including this one must be signed by the Bidder along with the seal. This Annexure must enclose in the Proforma Invoice price bid for item wise. Separate Bid form should be attached against each item, quoted for.

Signature with date & stamp of the bidder

UNDERTAKINGDATE _____
TENDER NOTICE NO _____

TO

THE MEMBER-SECRETARY
POLLUTION CONTROL BOARD,
ASSAM BAMUNIMADAM,
GUWAHATI-781021.

Sir,

Having examined the conditions of Tender Document and specifications of the instruments, we, the undersigned, offer to supply, install and commissioning the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(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 180 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. 500.00 in favour of "Member Secretary, Pollution Control Board, 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 of 2016.

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

ANNEXURE – IV

SCHEDULE OF EARNEST MONEY

Item code No.	Name of Instruments/Equipments	Units	Earnest Money amount is shown in Rupees. EMD should submit through Demand Draft either in Rupees
1.	Sound Level Meter	2 nos.	12000.00
2.	VOC Analyzer	1 no.	15000.00
3.	Benzene & TAC Analyzer	1 no.	15000.00

Specification for Sound Level Meter

1.	Measurement Range	:	30 – 140 dBA
2.	Frequency Weighing	:	A, C, Z
3.	Accuracy/Class	:	Min. IEC804 (BS6698) Grade-I or ANSI Type-I or Equivalent IEC 61672 – I (2002-05) Class-I
4.	Resolution	:	0.1 dB over Full Range
5.	Display	:	SPL, L _{Max} , L _{Min} , LAI, Leq, L ₁₀ , L ₅₀ , L ₉₀
6.	Response Time	:	Fast, Slow, Reak and Impulse
7.	Power Supply	:	Battery System, Optional AC Adaptor
8.	Computer Interface	:	Data logging system with RS232 interface, USB
9.	Memory Capacity	:	Sufficient memory to store atleast 8 hrs data for all parameters given in modes.
10.	Environmental	:	i. Operating Temperature: 0°C to 50°C ii. Humidity: 0-90% RH, Non-condensing
11.	Calibration	:	Automatic Calibration
12.	Additional Supply	:	Manufacturer standard operation kit including calibrator, microphone, tripod stand and all required items for regular operation of the instrument, operation & maintenance manual.
13.	Warranty	:	3 year including replacement of equipments/part found manufacturing fault/malfunctioning. Periodically re-calibration (before expiry of the previous) from accredited authorities is mandatory under this warranty.
14.	Optional	:	PCBA have old out of order Sound Level Meter of Quest Technologies (Model No. 1900). Party may quote discount under Buy-back offer.

Specification for Volatile Organic Compounds (VOC) Analyser

1.	Target Gases	:	Rapid and accurate detection VOC (Benzene) with resistance to humidity and contamination.
2.	Detector	:	Photo ionisation detection (PID)
3.	Measuring Range	:	Ultra low ppb levels upto 20000 ppm
4.	Ionisation Lamp	:	10.6 eV Krypton PID Lamp
5.	Resolution	:	i. Minimum 1 ppb or 0.001 mg/m ³ ii. Maximum 20000 ppm or 20,000 mg/m ³ .
6.	Response Time	:	<10 seconds
7.	Accuracy	:	± 5% display reading
8.	Linearity	:	± 5% display reading
9.	Power Supply	:	i. Replaceable AA Alkaline Battery ii. Rechargeable Batteries.
10.	Sample Flow Rate	:	220ml/min in ambient conditions.
11.	Temperature Range	:	10°C to 60°C
12.	Humidity	:	0 to 90% RH, Non-condensing
13.	Data logging	:	>1,00,000 points include date and time.
14.	Connectivity	:	Direct USB
15.	Warranty	:	3 year including replacement of equipments/part found manufacturing fault/malfunctioning. Periodically re-calibration (before expiry of the previous) from accredited authorities is mandatory under this warranty.
16.	Optional	:	PCBA has one out of order VOC Analyser (Model No. Mini RAE 3000). Party may quote discount under Buy-back offer.

Specification for Benzene & Total Aromatic Compound (TAC) Analyzer

1.	Target Gases	:	Benzene & Total Aromatic Compound (TAC) Analyzer.
2.	Detector	:	Photo ionisation detection (PID)
3.	Measuring Range	:	Ultra low ppb levels upto 20000 ppm
4.	Ionisation Lamp	:	10.0 eV Krypton PID Lamp
5.	Resolution	:	i. Minimum 10 ppb or 0.033 mg/m ³ Benzene ii. Maximum 40 ppm or 130 mg/m ³ Benzene and 4000 ppm TAC.
6.	Response Time	:	<2 minutes
7.	Accuracy	:	± 10% display reading
8.	Linearity	:	± 5% display reading
9.	Power Supply	:	i. Replaceable AA Alkaline Battery ii. Rechargeable Batteries.
10.	Sample Flow Rate	:	220ml/min in ambient conditions.
11.	Temperature Range	:	10°C to 60°C
12.	Humidity	:	0 to 90% RH, Non-condensing
13.	Data logging	:	>1,00,000 data log points include date and time.
14.	Connectivity	:	Direct USB
15.	Warranty	:	3 year including replacement of equipments/part found manufacturing fault/malfunctioning. Periodically re-calibration (before expiry of the previous) from accredited authorities is mandatory under this warranty.
16.	Optional	:	PCBA has one out of order VOC Analyser (Model No. Mini RAE 3000). Party may quote discount under Buy-back offer.

CHECK LIST FOR THE BIDDER

1. Bid on original Tender form only.
2. Separate EMD against each item.
3. Earnest money or necessary documentary proof for exemption of earnest money with the part 1 of the bid.
4. Price bid must be Part III of the bid in the form provided at Annexure II of the tender document.
5. The Basic Price, Taxes, Packing, Forwarding, Handling, Transportation Insurance, Installation charges etc. must be quoted clearly. Do not use vague terms like "As Actual, Approximately etc".
6. Do not use the terms As per Specification of Tender Documents' in respect of instruments. There should be proper write up of production quoted for supported with printed leaflets literature.
7. In case the bidders desirous to quote more than one item, separate envelope should be submitted (technical & price bid) for individual item super scribing item code number and name.
8. With technical bid, the bidder should provide a copy of the price bid format (giving details of the items, accessories, spares etc.) without specifying the price other than one mentioned in annexure-II of this tender document.
