

POLLUTION CONTROL BOARD : ASSAM
BAMUNIMAIDAM, GUWAHATI-781 021

Website : www.pcbassam.org

No. WB/LB-16/Pt-I/97-98/223 Dated Guwahati, the 5th Sept, 2008

SHORT QUOTATION NOTICE

Sealed quotations are invited from the reputed manufacturers/ Authorized dealers/ suppliers for supply of the Scientific Instrument 'CO Analyser for Ambient Air' to the Pollution Control Board, Assam, Bamunimaidam, Guwahati-781021. The details of the items and terms & conditions may be obtained from the Board's Head Office during office hours till 20th Sept, 2008, on payment of an I.P.O. amounting to Rs. 200/- (Rupees Two Hundred) only to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam" payable at Guwahati.

The quotation will be received upto 14:00 hours of 30th Sept, 2008 and will be opened on the same date and time in presence of the quotationers or their representative who would like to be present.

Member-Secretary

Memo No. WB/LB-16/Pt-I/97-98/223-A Dated Guwahati, the 5th Sept, 2008

Copy to :

- 1) The Advertising Manager, "The Assam Tribune" and "Times of India" for information & necessary action. They are requested to publish the quotation notice immediately in one issue of the daily Newspaper with intimation to the undersigned.
- 2) Notice Board/ Website of Pollution Control Board, Assam.
- 3) Accounts Branch of the Board for information & necessary action.
- 4) Concerned file.
- 5) M/s.

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Sd/-
Member-Secretary

POLLUTION CONTROL BOARD : ASSAM
BAMUNIMAIDAM, GUWAHATI – 781 021

Specifications

Sl. No.	Item name
1.	CO Analyser for Ambient Air

Terms & Conditions

1. Rates quoted should be exclusive of all taxes and F.O.R. destination at Board's Central Laboratory at Bamunimaidam, Guwahati-781021. Quoted rates should be both in figures and in words.
2. The undersigned reserves the right to accept or reject any or all quotations received without assigning any reason thereof.
3. The quotationer shall have to submit upto date Tax Clearance Certificates.
4. Delivery should be made within 4 (four) weeks from the date of receipt of confirmed supply order.
5. The equipment as specified should invariably be conformed to make and model number, specification including guarantee from the manufacturer.
6. Free installation, demonstration and necessary training have to be made/ provided by Company engineers at Board's Central Laboratory.
7. Warranty for a period of twelve months should be effective from the date of installation.
8. Operational, maintenance manual, warranty card, certificates etc. are to be provided along with the instrument.
9. Prompt after sales service will have to be rendered as and when necessary.
10. Payment will be made only after receipt of the instrument in good condition and subject to successful installation and commissioning of the instrument.
11. Safe transportation of the instrument upto Board's Central Laboratory is at the risk of the supplier.
12. An earnest money of 2% of the quoted rates should deposited along with their offer in the form of Bank Draft in favour of Member Secretary, Pollution Control Board, Assam payable at Guwahati. Incomplete quotations will not be accepted.

Member-Secretary

SPECIFICATION

CARBON MONOXIDE (CO) ANALYSER for ambient air (CONFORMING TO USEPA AUTOMATED FEDERAL REFERENCE METHOD (FRM) DESIGNATION)

01.	Principle	:	Non Dispersive Infra-Red (NDIR) with Gas Filter Correlation
02.	Measurement	:	Carbon Monoxide in Ambient Air
03.	Display	:	Digital
04.	Ranges	:	At least four ranges Auto ranging 0 - 100 PPM.
05.	Minimum Detectable Limit	:	0.05 PPM
06.	Zero Noise	:	0.1 PPM with time constant ± 30 seconds
07.	Zero Drift	:	< 0.2 PPM/7 days
08.	Span Drift	:	< 1% full scale in 24 hrs.
09.	Calibration	:	Calibration gas (CO) portable cylinder with known concentration has to be provided along with the instrument for calibration purpose. It should also have pressure gas valve for Zero and Span gas.
10.	Consumables and spares	:	Recommended requirements of 3 years operation
11.	Linearity	:	Continuous ± 1%
12.	Sample Flow Rate	:	1 slpm (approx.)

GENERAL TERMS AND CONDITIONS

1. 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 instrument.
 - viii) Schedule of Earnest Money to be deposited along with Tender (Annexure-IV)
 - ix) Check List.
2. The Tender Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder. The price bid must be in the form provided herewith at Annexure-II.
3. The tender will not be accepted from the firm to whom the document is not issued by the Board.
4. 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.
5. The bidder is expected to examine all instructions, forms, terms and conditions and specifications mentioned in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially irresponsive to the bidding document in every respect will be at the bidder's risk and may result in the rejection of it's bid.
6. This tender notice, Tender forms, Specification etc. are also available on PCBA's website www.pcbassam.org. Bidders using down loaded tender forms must submit a separate tender fee by Demand Draft alongwith the technical part of the bid. The tender without requisite tender fee will be rejected.
7. 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.
8. The warranty period is between twelve months to thirty-six months depending on the item quoted and starting from the date of successful commissioning of the instrument.
9. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialled by the person or persons signing the bid
10. It is advised that the outside suppliers should send the Tender through Registered Post/ Speed Post. However, the local supplier may drop their Tenders in Tender Box kept in the Board's office for the purpose. In no case Tender should be handed over to any employee of the Board.
11. Canvassing in any form will disqualify the Bid.
12. The Tender Notice No.WB/LB-16/Pt-I/97-98/223 dated 5th of Sept, 2008 should be invariably be quoted in the bid and for further correspondence in this regard.
13. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
14. 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 the instrument 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 bidders risks.
SEPARATE PRICE BID AND TECHNICAL BID SHOULD BE SUBMITTED FOR THE ITEM CLEARLY MENTIONING 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. EMD SHOULD BE SUBMITTED SEPARATELY AGAINST THE ITEM. TENDERERS SHOULD COMPLY THE ABOVE INSTRUCTION.
3. The Tender is to be submitted "single stage-2 envelopes system" i.e. the first sealed envelope will contain 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/work order etc.. Income Tax Clearance Certificate, 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/97-98/223 dtd. 05.09.08, due on 30.09.08**, for supply of instruments & equipments". The second 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. **No.WB/LB-16/Pt-II/97-98/223 dtd. 05.09.08**, for instrument". Both 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 INSTRUMENT". The senders' address should be mentioned in all envelopes.
4. Technical & Commercial part of the tender will be opened at 14.00 hours on 30.09.08 in the office of the Pollution Control Board, Assam, in presence of the representatives of the Tenderers who would like to present. Sealed Price part of Technically and Commercially acceptable tenders will be opened on a later date.
5. 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 Tenderer 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.
6. 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.

7. 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 warranty period is over.
8. The validity of Tender would be for a minimum period of 120 days from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non responsive.
9. 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.
10. 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.
11. The specifications are clearly mentioned in the document and the Bidder are requested to submit Bid only if their offer comply with the 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.
12. 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 asked to supply the instruments against its offer.
13. With the submission of the Tender, the Bidders are deemed to accept the terms & conditions of the Tender.
14. 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.
15. 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.
16. The Bidder must sign each and every folio of the Tender.
17. 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.
18. The bidder should provide a complete list of spares and consumables required for operation and maintenance of the instruments along with the price list.
19. The instrument for which Tenders are invited will have to be supplied within 30 days from the date of issue of purchase order. In case of non-observance of the delivery period, the order will be cancelled.
20. 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.
21. 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.
22. The warranty/guarantee of the instrument/equipment should be clearly mentioned in the Bid.

23. 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.

24. PLEASE NOTE THAT 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.

25. Full payment will be released on delivery, installation and successful commissioning of the instruments/equipment (to be certified by concerned Scientist/In charge of the Division), and on submission of bills in triplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.

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) 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)

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

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

UNDERTAKING

DATE _____

TENDER NOTICE NO _____

TO

THE CHAIRMAN
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMAIDAM, GUWAHATI, 781021.

Sir,

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

1.

(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.

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 "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.....2008

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

ANNEXURE - IV

EARNEST MONEY

Item	Name of Instrument	Quantity	Earnest Money amount is shown in Rupees. EMD should submit through Demand Draft in Rupees
1.	CO monitor for ambient air	01	7000.00

CHECK LIST FOR THE BIDDER

1. Bid on original Tender form only.
2. Separate EMD against the 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 II 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 superscribing 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.
