

POLLUTION CONTROL BOARD:: ASSAM
BAMUNIMAIDAM; GUWAHATI-21

No. WB/LB-189/10-11/32

Dated Guwahati, the 10th June' 2011

QUOTATION NOTICE

Sealed Quotations are invited from the reputed Manufacturers/Authorised dealers for supply of some laboratory items of analytical grade to the Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. The documents enclosing specification with terms & condition may be obtained from the Board's Head Office during office hours on payment of a bank draft amounting to Rs. 400/- (by hand) / Rs. 500/- (by post) only to be drawn in favour of "Member Secretary", Pollution Control Board, Assam payable at Guwahati. The Quotation Notice along with specifications and terms & condition are also available in the Board's website www.pcbaassam.org.

The Quotation will be received up to 12.00 Noon of 29th June, 2011 and will be opened in the same day at 2PM in presence of the Quotationers or their representative who would like to be present.



Member Secretary

Dated Guwahati, the 10th June' 2011

Memo No. WB/LB-189/10-11/32 – A,

Copy to:

1. The advertisement Manager "The Assam Tribune" / "JANASADHARAN" for information and necessary action. It is requested to publish the Quotation notice immediately in one issue of the News Paper 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.....


Member Secretary

POLLUTION CONTROL BOARD, ASSAM
BAMUNIM AidAM, GUWAHATI-21.

No. WB/LB-189/10-11/33
To

Dated Guwahati, the 10th June, 2011

All the Suppliers/ Bidders of Laboratory items.

Sub: Call for offers for some Laboratory items.

Sir,

The Pollution Control Board, Assam is a Govt. aided (Non commercial) Research Oriented and advisory body to the Govt. of Assam relating to Control and Preservation of Environmental Pollution under Water Act, Air Act and Environment (P) Act.

The Board requires some laboratory items to enhance its monitoring activities and if you are dealing with the items given in **Annexure – A, Annexure – B & Annexure – C** you are requested to send your offer in sealed envelop alongwith full specifications, your terms and conditions, product literatures, manufacturer's authorization in respect of the items given in **Annexure – A, Annexure – B & Annexure – C.**

The Board's term and conditions and specification against the item is enclosed herewith for ready reference. Your offers should reach us up to 12.00 Noon of 29th June, 2011.

Yours Sincerely

Sd/-

Member Secretary

Memo No. WB/LB-189/10-11/33 – A,

Dated Guwahati, the 10th June, 2011

Copy to:

P.A to the Chairman, Pollution Control Board, Assam for kind appraisal to the Hon'ble Chairman.

Member Secretary

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) Schedule of Earnest Money to be deposited along with Quotation (Annexure-III)
 - viii) Check List.
2. The Quotation will not be accepted from the firm who has not paid for the Quotation document.
3. The Board takes no responsibility for delay or non receipt of Quotation Document sent by post either way and also reserves the right to accept; or reject any or all the Quotations in part or full without assigning any reason thereof.
4. 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 responsive to the bidding document in every respect will be at the bidder's risk and may result in the rejection of it's bid.
5. This Quotation notice, Quotation forms, Specification etc are also available on PCBA's website www.pcbassam.org. Bidders using down loaded Quotation forms must submit a separate Quotation fee by Demand Draft alongwith the technical part of the bid. The Quotation without requisite Quotation fee will be rejected.
6. The Board at its discretion may extend the last date of submission of Quotation and opening of Quotations. The final authority for acceptance of a Quotation will rest with the Chairman, Pollution Control Board, Assam who does not bind himself to accept the lowest Quotation and is vested with the authority to reject any or all of the Quotations received without assigning any reason.
7. 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
8. It is advised that the outside suppliers should send the Quotation through Registered Post/ Speed Post. However, the local supplier may drop their Quotations in Quotation Box kept in the Board's office for the purpose. In no case Quotation should be handed over to any employee of the Board.
9. Canvassing in any form will disqualify the Bid.
10. The Quotation Notice No. WB/LB-189/10-11/32 dated 09th June, 2011 should be invariably be quoted in the bid and for further correspondence in this regard.
11. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
12. All the Quotations 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 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 item 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 bidders risks.
3. Item Code number(s) should be mentioned invariably on all envelopes.
4. The EARNEST MONEY shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Quotation shall not be entertained where a Quotationer has not furnished adequate earnest money as specified in the Annexure –III. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
5. 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.
6. The validity of Quotation would be for a minimum period of 12 months from the date of opening of Quotations. A Bid valid for a shorter period may be rejected by the Board as non responsive.
7. 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.
8. The nomenclature of the items invariably same in Proforma Invoice, Invoice, Packing list and in other relevant papers in case the Bidder is asked to supply the items against its offer.
9. With the submission of the Quotation, the Bidders are deemed to accept the terms & conditions of the Quotation.
10. The Bidder must sign each and every folio of the Quotation.
11. The item for which Quotations are invited will have to be supplied within 4 (four) weeks from the date of issue of purchase order. In case of non-observance of the delivery period, the order will be cancelled.
12. If the item 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 any charges for replacement.
13. 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.
14. Full payment will be released on delivery, of the items (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.

Sl. 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 Quotation :
- 7) If the Quotation 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

UNDERTAKING

DATE _____
QUOTATION NOTICE NO _____

TO

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

Sir,

Having examined the conditions of Quotation Document and specifications of the items, the receipt of which is hereby acknowledged. We, the undersigned, offer to supply the items as per **Annexure-A/Annexure-B/ Annexure-C**

The above item covering **Annexure-A / Annexure-B / Annexure-C** supply shall be in conformity with the specifications and conditions of supply.

We undertake if our bid is accepted to deliver the items quoted by us, we shall deliver 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 understood that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of.....2011

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

ANNEXURE – III

SCHEDULE OF EARNEST MONEY

Item code No.	Types of Items	Quantity	Earnest Money amount is shown in Rupees. EMD should submit through Demand Draft.
1.	Annexure-A (Chemicals)	01	2000.00
2.	Annexure-B (Glasswares)	01	2000.00
3.	Annexure-C (Plasticwares)	01	1000.00

CHECK LIST FOR THE BIDDER

1. Bid on original Quotation form only.
2. Separate EMD against each Annexure of item.
3. 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".
4. Do not use the terms As per Specification of Quotation Documents' in respect of items. There should be proper write up of production quoted for supported with printed leaflets literature.
5. In case the bidders desirous to quote more than one Annexure of item, separate envelope should be submitted for individual Annexure of item superscribing item code number and the Annexure of item.
