

**POLLUTION CONTROL BOARD: ASSAM**  
**BAMUNIMAIDAM, GUWAHATI-781 021**


Website : [www.pcbassam.org](http://www.pcbassam.org)

No. WB/LB-16/Pt-II/97-98/211

Dated Guwahati, the 19<sup>th</sup> Feb. 2021.

**NOTICE INVITING TENDER**


Tenders in 2(two) Bid System for supply of 5(five) nos. Sound Level Meter (Type I) at the Central Laboratory of the Pollution Control Board Assam are invited. Please refer Board's website <http://www.pcbassam.org/Tender.html> for detail Tender Notice and Tender documents.

  
Member-Secretary

Memo No. WB/LB-16 /Pt-II/97-98/211-A  
Copy to: 7804

Dated Guwahati, the 19<sup>th</sup> Feb, 2021.

1. M/s. APS Advertising Pvt. Ltd. for information & necessary action. They are requested to publish the Tender notice immediately in One issue of "The Assam Tribune" and "The Times of India"(Guwahati edition) in the inner page of minimum size and submit the bill in duplicate to the undersigned for payment.
- ✓ 2. The Head of IT Division, Head Office, PCBA to upload the quotation notice along with the tender document in the Board's website.
3. The In-Charge, Advertising Cell, PCBA for information and necessary action.
4. The Account Branch of the Board for information & necessary action.
5. The Notice Board of the Pollution Control Board, Assam.
6. The Concerned File.

  
Member-Secretary

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## DETAIL TENDER NOTICE

Pollution Control Board, Assam Invites Competitive Bids from Original Equipment Manufacturer (OEM) or its authorized service providers/agencies for the following works:

1. **Name of Work** : Supply of 5(five) Nos. Sound Level meter (Type I) to Central Laboratory, Pollution Control Board, Assam.
2. **Cost of tender** : Non-refundable Rs. 1,000.00 (Rupees One Thousand) only in the form of Demand Draft in favour of "The Member Secretary, Pollution Control Board, Assam, Payable at Guwahati".  
Bidding documents requested by mail will be dispatched by registered/speed post/courier on payment of an extra amount of Rs. 700.00 only.
3. **Bid Security/ Earnest Money:** Rs.20, 000.00 (Rupees Twenty thousand) only in the form of Demand Draft.
4. **Performance Security** : 3% of the contract price in form of Bank Guarantee.
5. **Critical Date Sheet:**

Description of Activities	Date(dd.mm.yyyy)	Time (hrs.)
Tender Publishing Date	19.02.2021	
Bid Document Download/Sale Start Date	23.02.2021	11.00
Tender Submission Start Date	25.02.2021	12.00
Tender Submission End Date	15.03.2021	16.00
Technical Bid Opening Date	16.03.2021	14.00
Bid Opening Date(Financial)	Will be notified later	

**6. The intending bidder should fulfill the following requirements:**

- (i) Should be Original Equipment Manufacturer (OEM) or its authorized service Providers /agencies.
- (ii) Should have local service Centre/Service provider in Assam.
- (iii) Should have experience of at least 10(ten) years in satisfactory operation in manufacturing of Sound Level Meter.
- (iv) Should have valid Sales Tax, PAN/TIN, VAT, Service Tax, GST Registration Certificates.
- (v) Should submit authorization letter from OEM/Principal supplier for supply as well as for O&M service.
- (vi) Should submit undertaking for providing service, spares parts& consumables, support for at least ten years.
- (vii) Should have adequate financial capability to execute the contract.
- (viii) Should have qualified and well trained O&M personnel on its regular rolls.

The tender document containing technical details and other terms and conditions can be downloaded from Pollution Control Board, Assam website <http://www.pcbassam.org/Tender.html>.

The Bidder shall have to submit the document fee of Rs. 1,000.00 (Rupees One thousand) only in the form of Demand Draft in favour of "Member Secretary, Pollution Control Board, Assam, payable at Guwahati".

**Member Secretary**  
**Pollution Control Board, Assam**  
**Bamunimaidum, Guwahati-21.**

## 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.

## 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 at <http://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 will 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. The warranty period is 3(three) years starting from the date of successful commissioning of the instrument.
8. Any overwriting, erasures and interlineations should be initiated by the bidder, without which such bid will not accepted.
9. In case, the date of opening of tender is declared as Public Holiday, the tender shall be open on the next working day as the same time.
10. The bidder should be a manufacturer/authorized dealer or supplier and must submit Authorization certificate with tender documents in case of dealer or supplier.
11. Pollution Control Board, Assam will not be responsible for any cost(s) or expense(s) incurred by the bidders in connection with the preparation or delivery of bids.
12. Documents, literature, diagrams/Leaflets, samples etc. enclosed in the tender shall become the property of the Pollution Control Board, Assam without any payment.
13. Canvassing in any form will disqualify the Bid.
14. The Tender Notice **No. WB/LB-16/Pt-II/97-98/211 dated 19.02.2021** should be invariably be quoted in the bid and for further correspondence in this regard.
15. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
16. 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 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 bidders risks.
3. For the authorized Indian Suppliers, supplying foreign Origin/manufactured items, they are allowed to quote in Indian Rupees on FOR destination basis. However, the Board will not enter into any Trade Agreement such as high Sea Sale/deed etc. 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 upto 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 list of instruments/equipments along with the place of installations and their approximate quantity is given at **Annexure-V** and the detailed specification of the Instruments are given in the tender documents (Page No. 16). 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.
6. Item Code number(s) should be mentioned invariably on all envelopes. Technical & Commercial part of the tender will be opened at **2.00 PM on 16/03/2021** 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 in the presence of purchase committee of the Board.
7. 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.

8. 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).
9. 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.
10. 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.
11. 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.
12. 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, except for un-amended printed literature shall be initial by the person or persons signing the bid.
13. 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.
14. 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.
15. 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.
16. With the submission of the Tender, the Bidders are deemed to accept the terms & conditions of the Tender.
17. 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.
18. 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.
19. The Bidder must sign each and every folio of the Tender.
20. The bidder should attach a separate list for the consumable/spares required for smooth operation of the instrument at least for 5(five) years (as optional items) and two copies of trouble shooting manuals, electric circuits etc. along with the bids.

21. The bidder should provide a complete list of spares and consumables required for operation and maintenance of the instruments along with bids.
22. 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.
23. 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.
24. 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.
25. The warranty/guarantee of the instrument/equipment should be clearly mentioned in the Bid.
26. The bidder should furnish the information of all past supplied and satisfactory performance in 'Performance Statement' in the **Annexure VI to VIII**.

**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 22 AND OTHER RELEVANT PARAGRAPHS OF THIS BID.**
29. At any time prior to the deadline for submission of the Bid. The Board for any reason, whether at its own initiatives or in response to a clarification requested by a prospective bidder, may modify the bidding document by amendment. All the prospective bidders who have received the bidding document will be notified of the amendment in writing at the address contained in their letter of request or issue of bidding document and will be binding on them. Board will not bear any responsibility or liability arising out of non-receipt of the same in time or otherwise. However, all amendment, (if any) will be uploaded in the Board's website: <http://www.pcbassam.org/tender.html>.

**30. 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 3% of the purchase order value till warranty period. The performance security in the shape of Bank Guarantee 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.

**31. Annual Maintenance Contract:**

The bidder should quote the charge for annual maintenance contract after the warranty period for the instrument listed in **Annexure-V** of this tender document.

## Annexure-I

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)
4)	Item Code Number(s) & description of item quoted for.
5)	Whether Earnest Money Deposited (Amount: Rs.)
6)	If yes, Demand Draft No, Date and Name of issuing Bank.
7)	Validity of Tender
8)	If the tender documents are accepted in full (Yes or No)
9)	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)

Description of Item	Name of Instrument With Make & Model	The Specification offered by the Bidder	Difference in Specifications of tender document and that of Bid, if any	Unit Price (in Rupees)	Qty.	Total before Tax etc.	Taxes and other expenditures (Sales Tax, C.S.T, freight, cost of installation & training etc.)	Discount (if any)	Total Amount in Rupees FOR PCBA, Guwahati
1	2	3	4	5	6	7	8	9	10
Sampler									
Installation & Transportation									

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

Sir,

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

- 1.
- 2.
- 3.
- 4.

(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 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.....2021

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

ANNEXURE – IV

SCHEDULE OF EARNEST MONEY

Item code No.	Name of Instruments/ Equipment	Units	Earnest Money amount is shown in Rupees. EMD should submit through Demand Draft in INR
1.	Sound Level Meter (Type I)	5 nos.	20,000.00

ANNEXURE – V

Location of Delivery and Installation of Instruments/Equipment

Sl. No.	Place of Supply/Delivery	Address	Qty.
1	Central Laboratory	Pollution Control Board. Assam. Bamunimaidam, Guwahati-21.	5 nos.

**PROFORMA FOR FINANCIAL CAPABILITY OF BIDDER**  
(for a period of last three years)

Bid No. ----- Package Code ----- Date of Opening ----- Time -----

Name of the Bidder .....

Year	Currency	Turnover
2016-2017 financial year		
2017-2018 financial year		
2018-2019 financial year		
Average		

**Note:** The annual turnover amount is to be supported by Annual Report.

**Signature of the Authorized Representative**

**Name of the Person**

**Position**

**PROFORMA FOR PERFORMANCE STATEMENT FOR MANUFACTURER  
(for a period of last five years)**

Bid No. \_\_\_\_\_ Name of Equipment \_\_\_\_\_ Date of Opening \_\_\_\_\_ Time \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Order placed by (full address of Purchaser)	Order No. & Date	Description of ordered equipment (Model no.)	Quantity supplied	Value of order	Date of commissioning and handing over	Has the equipment been satisfactory functioning? (Attach certificates from the Purchaser/ Consignee for each equipment)
1	2	3	4	5	6	7

**NOTE:** Bidder to furnish above detail for the equipment of the quoted package on separate sheet.

**Signature of the Authorized Representative**

**Name of the Person**

**Position**

**PROFORMA FOR PERFORMANCE STATEMENT FOR BIDDER  
AS AUTHORIZED REPRESENTATIVE OF THE MANUFACTURER  
(for a period of last five years)**

Bid No. \_\_\_\_\_ Name of Equipment \_\_\_\_\_ Date of Opening \_\_\_\_\_ Time \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Order placed by (full address of Purchaser)	Order No. & Date	Description of ordered equipment (Model no.)	Quantity supplied	Value of order	Date of commissioning and handing over	Has the equipment been satisfactory functioning? (Attach certificates from the Purchaser/ Consignee for each equipment)
1	2	3	4	5	6	7

**NOTE:** Bidder to furnish above detail for the equipment of the quoted package on separate sheet.

**Signature of the Authorized Representative**

**Name of the Person**

**Position**

## Specification for Sound Level Meter

Sl.No.	Minimum Technical Specification
1	<b>Measurement Range:</b> 30-140 dB RMS in a single measurement range without the need for switching.
2	<b>Accuracy:</b> Class 1, IEC 61672-1 (Latest)/IEC 804(BS 6698) Grade I or ANSI Type I.
3	<b>Frequency Weighing:</b> A,C and linear(z)
4	<b>Time Weighing:</b> Simultaneous measurement of Fast, Slow and Impulsive.
5	<b>Measurement:</b> Leq, Sound Exposer Level (LAE), LAF Min, LAF Max, Laeq with date & time.
6	<b>Monitoring Parameters:</b> Leq, L10, L90, L50, Lmax, Lmin
7	<b>Display:</b> Colour/Black & White display with update period 0.5 seconds.
8	<b>Microphone:</b> 1/2" Class 1, pre-polarized back electrets.
9	Internal Clock for date & time.
10	Inbuilt GPS facility to be provided in sound Level Meter
11	<b>Battery life:</b> Alkaline or Rechargeable cells with at least 11 hrs. of back up.
12	Compatible with portable mini dot matrix printer with 2" wide printing mechanism.
13	<b>Enclosure Body:</b> PC ABS ( Polycarbonate/acrylonitrile butadiene styrene).
14	<b>Temperature:</b> Operating range -10 deg C to 50 deg C.
15	<b>Storage:</b> Minimum 2 GB inbuilt memory/ minimum 750 runs storage.
16	<b>Calibration:</b> Automatic calibration, Model should be calibrated by NPL India.
17	<b>Field Calibration:</b> Auto calibration by application of 1 kHz calibrator, nominal level 114/94 dB(+/- 0.5dB). Separate calibrator to be provided. Sound Level Meter should detect calibrator and gets calibrated automatically(user friendly).
18	Record print out from printer to come with date & time of pre and post calibration of noise measurement.
19	<b>Computer Interface:</b> Data logging system with RS232 interface, USB.
19	<b>Memory:</b> Sufficient Memory to store at least 8 hrs data for all parameters given in modes.
20	<b>Printer:</b> a) Should be BIS approved b) Dot matrix principle c) Handheld portable d) Rechargeable e) Should have internal memory where user can take printout by connecting printer to computer without SLM.
21	<b>Total kit required as:</b> Sound level Meter(SLM) , Acoustic Calibrator, Dot Matrix rechargeable printer, Charger, Cells, Tripod Stand and Carry case , operating manual.
22	<b>Warranty:</b> 3 years including replacement of equipment/parts found manufacturing fault/malfunctioning. Periodically re-calibration (before expiry of the previous) from accredited authorities is mandatory under this warranty.
23	<p><b>General Condition:</b></p> <p>a) The Bidder should be a manufacturer/ authorized representative of a manufacturer, who must have designed, manufactured, tested and supplied at least fifty (50) numbers of such equipments similar to the type specified in the past three years, which shall be in successful operation for at least 2 years as on the date of bid opening.</p> <p>b) The bidder should furnish the documentary evidence on past supplies and their satisfactory performance.</p> <p>c) Notwithstanding anything stated above the purchaser reserves the right to assess the capability and capacity of the bidder to perform the contract, should the circumstances warrant such an assessment in the overall interest of the purchaser.</p>



## 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.

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