

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY  
DIBRUGARH :: ASSAM  
PIN: 786 004**



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK: Supply and Installation of “Triple Quadrapole Liquid Chromatography-Mass Spectrometry (LC-MS)”**

**TENDER No: DU/RG/B.01.07/16/2046**

# CUT-OUT SLIP

**NAME OF THE WORK: Supply and Installation of “Triple Quadrupole Liquid Chromatography-Mass Spectrometry (LC-MS)”**

**TENDER NO. : DU/RG/B.01.07/16/2046**

**Date: 21/12/2016**

**SUBMISSION DUE DATE & TIME : 17/01/2017 up-to 11:00 A.M.**

**FROM:**

NAME:  
ADDRESS

**TO:**

THE REGISTRAR  
DIBRUGARH UNIVERSITY  
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing “Technical” & “Commercial” bids)



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/16/2046

Date: 21.12.2016

**Tender Notice**

Sealed tender envelopes of Technical and Financial Bids separately are invited from the manufacturers /authorized dealers for the supply and installation of a “**Triple Quadrupole Liquid Chromatography-Mass Spectrometry (LC-MS)**” for the Department of Chemistry, Dibrugarh University. The technical specification of the instrument is given in **Annexure I**. Interested parties may submit their tender in a sealed packet, containing two separate sealed envelopes (**Technical Bid and Price Bid**) along with prescribed Tender Fee & Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of the Registrar, Dibrugarh University, duly superscripted with **Tender for LCMS for the Department of Chemistry**, to the office of **the Registrar, Dibrugarh University on or before 17<sup>th</sup> January 2017**. The technical bid will be evaluated first and price bid will be opened only in respect of those parties, who are found technically qualified after evaluation of Technical bids. The date and time for opening on the Price Bid will be intimated later through email/phone to the technically qualified bidders. In the event of any kind of holiday, the Technical Bid or the Financial Bid shall be opened on the next working day of the University. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Availability of Bid papers	From 21.12.2016 to 16.01.2017 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	17.01.2017 upto 11:00 A.M.
Time & Date of opening of Bid	17.01.2017 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	1000/- Non refundable
EMD	2.5 % of the total tendered value

**Sd/-**  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Assistant Registrar (F&A), D.U. for information.
2. Dibrugarh University Website
3. Notice Board
4. Office File

**Sd/-**  
**Registrar**  
Dibrugarh University



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

**No. DU/RG/B.01.07/16/2046**

**Date: 21.12.2016**

**GENERAL TERMS AND CONDITIONS OF TENDER**

1. Tender application forms and other details can be obtained from the Office of the Registrar, D.U. on any working day from 10:00 A.M. to 3:00 P.M. upto 16.01.2017. The same can be down-loaded from the Dibrugarh University website ([www.dibru.ac.in](http://www.dibru.ac.in)). The party should submit a Demand Draft of Rs. 1000/- in favour of The Registrar, Dibrugarh University, Dibrugarh-786004, Assam as Tender Fess along with the Technical Bid.
2. The applications received later than the prescribed date and time will not be considered. The undersigned will not be responsible for any delay or non-receipt of tender forms.
3. The tenderer will have to submit a Demand Draft as E.M.D. 2.5% of the total Tender Value in favour of the Registrar, Dibrugarh University which will be refundable after the finalization of the tender. No interest shall be paid by the University on such amount. The earnest money shall remain deposited in the office of the Registrar, Dibrugarh University till the final decision on the tender. After the final decision of the tender the earnest money of unsuccessful tenderers shall be refunded. The EMD shall have to be deposited along with Technical Bid of the Tender Document.
4. The successful tenderer shall have to execute an agreement on a non-judicial stamp of Rs.100/- or of such value as may be prescribed by the law on the subject for contract deeds in the prescribed form, within 7 days from the date he is informed of the acceptance of his tender for the due performance of the contract. In case of failure of the execution of agreement within the specified period, the order shall be liable to be cancelled. The expenses on completion and stamping the agreement shall be borne by the supplier who shall furnish free of charge one copy of the agreement dully executed and stamped to the Registrar, Dibrugarh University.
5. The successful tenderer, on receipt of supply order, will have to deposit 10% of the cost of the tendered instrument as Security Deposit in the form of fixed time which shall be refunded after 1 year from the date of installation of the instrument in the premises as directed.
6. The "Technical bid" envelope should contain duly filled tender documents, Bank draft for Earnest Money, clearance certificates of Commercial tax, Technical specifications of item, pamphlet/catalogue, letter of authorization from Principal/Manufacturer, list of users of that particular model, financial status of the company etc. as per requirement of terms & conditions of tender. Price of equipment etc. along with relevant details pertaining to the financial aspect of the bid should be in a separate sealed envelope marked "Financial bid". The sealed tender envelopes will be accepted up-to 11:00 A.M. on 17.01.2017 in the office of the Registrar, Dibrugarh University, Dibrugarh-786004, Assam.

7. Sealed envelopes of the Technical Bid will be opened at 02:30 PM on 17.01.2017 in the office of the undersigned before the tenderer or their representatives. Technically qualified tenderers will be informed for opening of “Financial bid.”

8. The undersigned reserves the right to postpone, accept or reject the tenders in full or in part of this notice without assigning any reason. The undersigned also reserves the right to change/modify the numbers of units/sets required.

9. Tenders would be given by those firms/dealers who are either registered approved suppliers / contractors for those articles/goods / equipments etc. or by those who are dealing actually in the goods for which tender is being given. Tenderer should attach letter of registration / dealer & names of agencies to which supplies have been made earlier.

10. The approved supplier/ contractor shall be deemed to have carefully examined the condition/specification, make etc. of the goods to be supplied. If he has any doubt as to the meaning of any portion of these conditions he shall, before submitting his tender/quotation refer to the Registrar, Dibrugarh University and get clarification.

11. The tenderer shall not assign or subject his contract or any part thereof to any other agency.

12. The tenderer shall be responsible for the proper packing of this goods so as to avoid damages under normal conditions of transport by sea, rail, road or air and for delivery of the material in good conditions to the consignee at destination. In the event of any loss, damage, breakage, leakage or any shortage, found at the time of checking/inspection of the materials by the consignee, tenderer shall be liable to make good of such loss. No extra cost on such account shall be admissible to them.

13. All rates quoted in the tender must be based on free delivery in good condition, securely packed and F.O.R. Destination being Dibrugarh University, Dibrugarh. The rates of the Equipments shall be quoted separately & taxes and other charges as applicable separately.

14. The delivery of goods shall have to be given during working hours of the University, or as directed. The supplier shall be required to bear all risks of loss, leakage or damage and shall deliver the equipment in good condition to consignees at the destination mentioned in the order.

15. The tenderer whose tender accepted shall arrange supplies within stipulated period as mentioned in tender notice, at the place of destination for the Equipments in question in the specific terms and conditions of the supplies from the date of placing the order. The date of placing the order shall be the date of dispatch of order or the delivery thereof to the tenderer when such order is being delivered through some person.

16. If the supplier fails to supply the ordered Equipments in the stipulated time and also do not make request for the extension of the delivery period then the order shall be recommended to be put in black list for a certain period and no any order shall be placed to that supplier by Dibrugarh University.

17. After expiry of delivery period as mentioned in clause 16 above, if requested by tenderer the delivery period can be extended after examining the merits of the case and a penalty on extension @ 0.50% per week shall be imposed. If the supply is not completed in the extended period than the order shall be cancelled and the security money deposited shall be forfeited and the firm concerned shall be put in the black list for certain period not to receive orders from Dibrugarh University. The delivery period can be extended only once for the maximum of 60 days.

18. The payment shall be made only after receipt of materials in good conditions.

19. In case of imported equipment, quote the FOB and CIF value and mention all terms and conditions of supply.

20. Clearance of the goods through customs shall be arranged by the supplier. This University is registered with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty and Central Excise Duty exemption. The University shall provide the certificate for the purpose of Customs Clearance. Any payment related to the Custom Duty, Custom Clearance, Airway House charges, etc. shall be made by the supplier which will be reimbursed on actual bill basis. However, Demurrage charge, if any will have to be borne by the supplier.

21. If the Equipments are supplied after the delivery period/extended delivery period is over, the University will not accept the material.

22. The Supplier shall have to bear commission charges on remittances made in settlement of their claims.

23. Rates for articles (if any) having difference in size shall be quoted size wise.

24. The tender shall be filled in with ink or shall be typed. Tender filled in by pencil shall not be considered, No additions, overwriting and alterations shall be made in the tender. Corrections if any shall be done clearly and counter signed.

25. The tenderer shall sign all the copies of tender form and of the general terms and conditions at the bottom of each page, in token of the acceptance of all the terms and conditions of the lender.

26. The successful tenderer shall have to give an undertaking from the manufacturing (principal) company on their letter head that it will ensure service and supply of spare parts of the supplied instruments as and when required for a period of ten years, for smooth and uninterrupted functioning of instruments.

27. If the tenderer is unable to complete the supply or fails to comply with the terms and conditions of the tender within the specified or extended period, the Registrar shall be at liberty to arrange supply either through tender or otherwise. The Registrar may give 7 days notice in writing to the approved supplier to complete the supplies. The failure, neglect or contravention of compliance, the date of service thereof, and if the Registrar thinks fit, he may direct the supplier to make good the loss sustained or any expenditure incurred by the University in arranging the suppliers through any other agency. He may also use the earnest money/security deposit of me supplier to make good such a loss.

28. The goods shall be delivered at the destination in perfect condition. The supplier, if so desire, may insure the valuable goods against loss by the theft, destruction or damage by fire, flood, under exposure to weather or otherwise viz., to be borne by the supplier and the University shall not be required to pay such charges, if incurred.
29. Upon breach of any of the General terms and conditions of contract and breach of trust of the agreement by the supplier it shall be lawful for purchaser to forfeit the Earnest Money/Security Deposit in whole or part or impose such penalty as he may deem fit and recover the same from the Security Deposit or from any other payment to be made to the supplier or in any other manner as the purchaser may deem fit, but without prejudice to the right of the purchaser to recover any further sum of money as damages from the supplier.
30. Direct or indirect canvassing on the part to tenderers or their representatives shall disqualify their tenders.
31. The Registrar, Dibrugarh University reserves the right to accept any tender not necessarily the lowest tender, and reject any tender without assigning any reasons thereof.
32. In the decision making process, after-sale service of the concerned firm particularly in the North-Eastern region will also be considered. The tenderers are requested to provide a user list of academic institutes of North Eastern region (with full contact details of the concerned person, email, phone number) where the specific instrument was supplied.
33. Past performance, service satisfaction of the vendors for different equipments supplied to the Chemistry Department / other Departments of Dibrugarh University will be judged at the time of Technical Evaluation.
34. All legal proceedings if any necessity arises to be instituted by any of the parties ( Dibrugarh University or supplier) shall have to be lodged in courts situated at Dibrugarh and not elsewhere.
35. No other terms and conditions except those mentioned above will be entertained in the tender. It shall not be binding on the University to accept the terms and condition of the supplier.
36. The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
37. Receipt of having paid the sales tax / any other tax on the material/ instruments to be supplied, should be attached along with the bill and challan sent to Registrar, Dibrugarh University
38. Specimens of equipment quoted shall have to be demonstrated before the Technical Committee constituted for the purpose compulsorily as and when required.
39. Dibrugarh University reserves the right to add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
40. The tendering firm must have proper PAN/TIN No. and the same shall have to be enclosed along with the Technical Bid.

**Note:**

*a. A Checklist and Compliance statement against the items of terms and conditions and each item of Annexure I must be provided in tabular format.*

*b. Tenders not fulfilling the terms and conditions of the tender are liable to be rejected.*

SEAL AND SIGNATURE OF  
PROPRIETOR/MANAGER REPRESENTATIVE OF  
THE FLRM ON BEHALF OF THE FIRM GIVING TENDER

**Other information:**

- Information of full details of flexibility with the add-on modules in actual operational conditions along with description of all the parts should be submitted.
- Any additional advanced features of the equipment and accessories can be quoted with full details and specifications as optional.
- All essential and recommended spares should be informed and should be quoted.
- Necessary pre-installation advice including power requirement should be enclosed along with the offer.
- Service facility in India with details and experience of service engineer located nearest place of North East India.
- List of users in India particularly North East India.





**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

**TENDER FORM**  
**(TO BE FILLED UP BY THE TENDERER)**

NO.....

Date-----

1. NAME & FULL ADDRESS OF THE FIRM :

2. ADDRESS OF THE REGISTERED OFFICE :

3. INCOME TAX PAN NO. :

4. (A) SALES TAX REGISTRATION NO. :  
(B) YEAR OF CLEARANCE CERTIFICATE:  
(Attach Certificate)

5. WHETHER PVT. FIRM/LIMITED COMPANY/  
PRIVATE LTD / PARTNERSHIP

6. IF SINGLE PROPRIETOR, NAME & :  
ADDRESS OF THE PROPRIETOR

7. IF PARTNERSHIP FIRM, NAME & :  
ADDRESSES OF THE PARTNERS

8. WHETHER YOU HAVE ANY SHOP OR :  
ESTABLISHMENT IN INDIA, .IF SO  
DETAIL ADDRESS OF THE SAME

9. NAME & ADDRESS OF THE PERSON WHO :  
WILL REPRESENT THE FIRM WHILE DEALING  
WITH DIBRUGARH UNIVERSITY

SIGNATURE OF THE TENDERER WITH SEAL

CHECK LIST OF DOCUMENTS ENCLOSED:

S. NO.	CERTIFICATE	YES/NO
1	<p><b>Technical bid envelope-I-</b> Should contain following-</p> <ul style="list-style-type: none"> <li>-Last three years turn over &amp; firms A/C details certified by CA</li> <li>-Sales Tax clearance certificate and Firm ale Registration No.</li> <li>-Proof of SSI / NSI &amp; DGS &amp; D unit (Whichever is applicable)</li> <li>-Firm Registration Certificate</li> <li>-Warranty/ Guaranty - Specify</li> <li>-Sample (Brochures/Technical details of the items tendered)</li> <li>-E.M.D. :- Bank Drafts, in favour of the Registrar, Dibrugarh University, Dibrugarh, Assam.</li> <li>-Any other documents as mentioned in the Tender Terms and Conditions.</li> </ul>	
2.	<p><b>Financial bid envelope-2-</b> should contain following-</p> <ul style="list-style-type: none"> <li>-Financial aspect of the bid, tax applicable should be shown Separately</li> <li>- Any other documents as mentioned in the Tender Terms and Conditions.</li> </ul>	



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No.....

Date.....

**TENDER FORM - "1" ( TECHNICAL BID )**

(i) Subject: Tender for Equipment against Tender No. ....  
For Equipments .....

(ii) Name and Full Address of the firm submitting the tender) .....

(iii) Address to: The Registrar, Dibrugarh University, Dibrugarh-786004

(iv) Tender fee amounting Rs. 1000/- has been deposited vide Demand draft No. ....  
dtd.....Bank..... in favour of the Registrar, Dibrugarh  
University, Dibrugarh-786004.

(v) We agree to abide by all the terms & conditions mentioned in GENERAL TERMS AND  
CONDITIONS OF TENDER WITH tender NOTICE No.....

(vi) Tender form and all the attached sheets of terms & conditions have been signed in the  
prescribed margin by us, in token of our acceptance of the terms and conditions there in.

(vii) Our specifications for the supply of ..... are as under:  
(Mention name of Item)

(Mention specifications in the above space and also quote Equipments (s) on letter head  
of firm along-with detail specifications and attach pamphlet and literature of quoted  
Equipment).

(viii) Draft No..... Date ..... Rs..... (In words) .....

.....

Bank ..... in favour of the Registrar, Dibrugarh  
University, Dibrugarh-786004 against earnest money as mentioned in the advertisement,  
is enclosed herewith.

SEAL AND SIGNATURE OF PROPRIETOR/  
MANAGER / REPRESENTATIVE OF THE FIRM  
ON BEHALF OF THE FIRM GIVING TENDER

Note: Please ensure

- 1. The name of Tendering firm is to be written on the overleaf of Bank Draft of EMD.
- 2. Enclose hard copy & CD of Tendered Specification.



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No.....

Date.....

**TENDER FORM -"2"**

**(FINANCIAL BID)**

- (i) Subject: Tender for Equipment/Equipments :
- (ii) Name and full Address of the firm submitting the tender :
- (iii) Address to : The Registrar, Dibrugarh University, Dibrugarh-786004.
- (iv) Reference : TENDER Notice No. DU/RG/B.01.07/16/2046  
Date 21.12.2016
- (v) Our rates supply of ..... are as under: (Mention name of Equipment)

(Mention rates in the above space and also quote Equipments(s) on letter head of firm along-with detail specifications and attach pamphlet and literature of quoted Equipment).

(vi) We further agree to deliver mentioned University within a period of .....days from the date of the receipt of supply order.

(vii) We confirm the rates quoted above are valid up to .....

SEAL AND SIGNATURE OF PROPRIETOR/  
MANAGER/ REPRESENTATIVE OF THE FIRM  
ON BEHALF OF THE FIRM GIVING TENDER

Note: Please ensure

1. Letter head containing specification of the equipment is also to be attached with this form & the envelope has been super-scribed "Technical Bid for ....."
2. The name of Tendering firm is written on the overleaf of Bank Draft of EMD
3. The cost of equipment and taxes should be shown separately as mentioned below in firm's Letter Head.

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Price	Taxes	Any other details	Total Amount
1					
2					



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/16/2046

Date: 21.12.2016

**Annexure I**

**Specifications for bench top Triple Quadrupole LCMSMS system**

**Technical Specifications**

**Features**

- ❖ The system should be capable of handling general natural products, synthetic organic Molecule (polar and non polar) and metal complex, etc.
- ❖ It must be possible to carry out validation.
- ❖ Capable of high resolution mass

**Ultra Performance Liquid Chromatography System:**

- ❖ Quaternary solvent system with vacuum degasser, autosampler (capable of holding minimum of 20 vials), column oven, C18, C8, normal phase and reverse phase, guard column (columns with 1.7 micron particle size)
- ❖ Flow rate: 0.001 to 5.00 ml/min.
- ❖ Pressure range: 0 to 15000 psi or better.
- ❖ Type of gradient: Linear and non-linear

**Photo Diode Array Detector (PDA)**

- ❖ Wave length range: 190nm – 800nm or better
- ❖ Lamp warranty: 2000 hrs or better, with suitable flow cell, automatic wavelength check facility.

**Mass Spectrometer**

- ❖ Mass range should be from 5-2000amu or better
- ❖ Resolution should be <1 amu FWHM
- ❖ Scan Rate should be 10000amu/sec or more
- ❖ Vacuum system: one turbomolecular pump with one mechanical pump
- ❖ Sensitivity should be at the level of picogram to detect trace level compounds

**Ion Source:**

- ❖ The instrument should perform in ESI and APCI both +ve and –ve mode.

**Essential Accessories**

- ❖ Nitrogen generator
- ❖ Macro 1ml/1.5ml vials (1000 numbers)
- ❖ Suitable racks for 1.5ml vials.
- ❖ Start up kit.
- ❖ Other Accessories to make a complete System.
- ❖ C18 column
- ❖ Column: C30, C8, CN, Phenyl, Silica column of 5 $\mu$ , 4.6x250mm- two each along with guard columns.

- ❖ Gas cylinders, (c) regulators, any other necessary accessories for complete functioning of the instrument
- ❖ Suitable UPS with batteries capable of taking load of at least 1 h must be provided
- ❖ Necessary HPLC grade solvents for installation and for initial running of the system must be provided.

**Computer and Software:**

- ❖ Branded desktop unit (with i5 core, 4 GB RAM, 1TB HDD or better), 20” TFT or better monitor, mouse, key, and laser printer.
- ❖ Integrated software to control both MS and LC (auto sampler, PDA). Software must be able to control the mass spectrometer, acquire, store, process and reproduce the data.
- ❖ The software must be capable of automatic calibration, accurate mass measurements, elemental composition and probable structure determination.
- ❖ The software required should be preinstalled and preconfigured in the computer.

**Other terms:**

- (i) Five years comprehensive warranty on the main instrument and also on other essential items like nitrogen generator, UPS, etc. from the date of installation.
- (ii) An undertaking by the vendors mentioning that any service request will be addressed within seven working days. Any delay beyond seven days must be compensated by extending the warranty period with equivalent no of days.
- (iii) The financial bid must be submitted in foreign currency with FOR at destination (i.e. Department of Chemistry, Dibrugarh University).
- (iv) An undertaking by the vendors declaring that the spare parts and accessories will be available for minimum of 10 years.
- (v) Vendor should supply along with the technical bid a list of five users (with name, institute, phone, email) of that particular model sold in last three years in India including North-East.
- (vi) Vendors must depute an application specialist for three months for onsite operator training.
- (vii) Both Liquid Chromatograph & MS detector should be from the same manufacturer.

**Sd/-**  
**Registrar**  
**Dibrugarh University**