

**Bidding Document  
For  
Procurement of Goods  
Single Stage-One Envelope**

**Lab equipment and consumables for ASU Interim Office**

**Under**

**Assam Skill University (ASU)**

**Package No: ASU/Mech. Dep/2025/124**

**January 2025**

## **BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS**

Source of Funding : Assam Skill University  
Date of Issue of Request : 27/01/25  
Package No : ASU/Mech. Dep/2025/124  
Package Name : Lab equipment and consumable for ASU Interim Office

To :

Sir/Madam:

1. The **Assam Skill University** hereby requests you to submit price bid for the supply of the following items attached as **Attachment-1**.

To assist you in the preparation of your price bid we enclose the necessary **Supply and Delivery Schedule (Attachment 1), Technical Specifications (Attachment 2), Form of Bid**.

### **2. The Bid shall comprise the following:**

- a) Form of Bid
- b) Complete address and contact details of the Bidder having the following information:  
Name of Firm:  
Firm Representative Name:  
Address for communication:  
Mobile No.:  
Electronic Mail Identification (E-mail ID):
- c) GST Registration Certificate
- d) Up-to-date valid Trade License.
- e) PAN card.
- f) Bank details.

### **3. Preparation of Bid**

- (a) Your price bid shall be for all the items as described in attached documents and submitted only in the attached **Form of Bid** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be **Indian Rupees (INR)**.
- (b) The prices should be quoted for supply and delivery to O/o Assam Skill University, Interim Campus, ITI Complex, Birubari -781001 and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in **Interim Campus, Assam Skill University, ITI Complex, Birubari -781001**.
- (c) Your bid must be signed by you or your authorized representative. Without a

signature in your **Form of Bid**, your bid will not be considered further.

- (d) Your bid should be valid for a period of **60** days from the deadline for submission of the bids as indicated below. If you withdraw your bid during the validity period and/or refuse to accept the award Purchase Order when and if awarded, then you will be excluded from the list of Suppliers for three years.

#### **4. Submission and Opening**

- (a) Your **Form of Bid** with the priced **Supply and Delivery Schedule** should be submitted by **17/02/2025 at 2.00 PM** with the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

O/o of the Registrar  
Assam Skill University (ASU),  
3<sup>th</sup> Floor, DECT Building, Guwahati 781008

- (b) Bids shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on **17/02/2025 at 2.30 PM** and at the following address.

O/o of the Registrar  
Assam Skill University (ASU),  
3<sup>th</sup> Floor, DECT Building, Guwahati 781008

#### **5. Evaluation and Comparison**

- (a) Bids determined to be substantially responsive will be evaluated by comparison of their offer prices. A bid is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Bid Document**.
- (b) In evaluating the bids, the Purchaser will adjust for any arithmetical errors as follows:
- I. where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - II. where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your bid will be rejected.

#### **6. Award of Contract**

- (a) The Purchaser shall award the Purchase Order to the Supplier whose bid has been determined to be substantially responsive and who has offered the lowest price bid. Accordingly, award will be given to only one supplier.
- (b) The Supplier whose bid has been accepted will be notified by the Purchaser within **60 days** (Sixty Days) from the date of submission of bids through the return of a copy of

the **Form of Bid** signed by the authorized representative of the Purchaser.

(c) The successful Supplier will be issued a **Purchase Order** along with the **Terms and Conditions** of the Bid Document.

7. Further information can be obtained from:

Name : O/o the Registrar  
Address : Assam Skill University (ASU),  
3<sup>rd</sup> Floor, DECT Building, Rehabari  
E-mail : asup.assam@gmail.com

8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):

- (a) Name of Institution: \_\_\_\_\_  
(b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_  
(c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:

- (a) Nature of the offense/violation: \_\_\_\_\_  
(b) Court/Area of jurisdiction: \_\_\_\_\_  
(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_  
(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify Assam Skill University should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with Assam Skill University, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the bid or cancellation of the Purchase Order.

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. The purchaser reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all bids, at any time prior to the awards of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the purchaser's actions.

Sincerely,

Sd/-  
Registrar,  
Assam Skill University

**Attachment 1**

**SUPPLY AND DELIVERY SCHEDULE**

<b>Item No.</b>	<b>Item Name</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price (including all Taxes) INR</b>	<b>Total Price INR</b>	<b>Delivery Schedule</b>
1	Cylindrical Bar-1	Nos	50			As per <b>clause 7.1</b> of contract terms and conditions
2	Cylindrical Bar-2	Nos	25			As per <b>clause 7.1</b> of contract terms and conditions
3	Cylindrical Bar-3	Nos	200			As per <b>clause 7.1</b> of contract terms and conditions
4	Cylindrical Bar-4	Nos	100			As per <b>clause 7.1</b> of contract terms and conditions
5	Cylindrical Bar-5	Nos	200			As per <b>clause 7.1</b> of contract terms and conditions
6	Square Bar-1	Nos	50			As per <b>clause 7.1</b> of contract terms and conditions
7	Square Bar-2	Nos	50			As per <b>clause 7.1</b> of contract terms and conditions
8	Square Bar-3	Nos	100			As per <b>clause 7.1</b> of contract terms and conditions
9	Square Bar-4	Nos	25			As per <b>clause 7.1</b> of contract terms and conditions
10	Square Bar-5	Nos	10			As per <b>clause 7.1</b> of contract terms and conditions
11	White Cotton waste	Kg	25			As per <b>clause 7.1</b> of contract terms and conditions
12	Plastic Drum with cover for chips storage	Nos	3			As per <b>clause 7.1</b> of contract terms and conditions
13	Hand Gloves	Pairs	10			As per <b>clause 7.1</b> of contract terms and conditions
14	Cleaning brush for machine	Nos	32			As per <b>clause 7.1</b> of contract terms and conditions

15	Plastic Bucket	Nos	3			As per <b>clause 7.1</b> of contract terms and conditions
16	Dust Pan	Nos	6			As per <b>clause 7.1</b> of contract terms and conditions
17	Apron	Nos	6			As per <b>clause 7.1</b> of contract terms and conditions
18	Soluble cutting oil	Litre	20			As per <b>clause 7.1</b> of contract terms and conditions
19	Hydraulic Oil	Litre	10			As per <b>clause 7.1</b> of contract terms and conditions
20	Grease	Kg	1			As per <b>clause 7.1</b> of contract terms and conditions
21	Power saw blade	Nos	5			As per <b>clause 7.1</b> of contract terms and conditions
22	Hacksaw blade-1	Nos	20			As per <b>clause 7.1</b> of contract terms and conditions
23	Hacksaw blade-2	Nos	200			As per <b>clause 7.1</b> of contract terms and conditions
24	Rubber Door Mat with hole-1	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
25	Rubber Door Mat with hole-2	Nos	2			
26	Rubber Mat for machine with hole-1	Nos	3			As per <b>clause 7.1</b> of contract terms and conditions
27	Rubber Mat for machine with hole-2	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
28	Rubber Mat for machine with hole-3	Nos	1			As per <b>clause 7.1</b> of contract terms and conditions
29	Plastic crate with lid	Nos	3			As per <b>clause 7.1</b> of contract terms and conditions
30	Vernier Caliper-1	Nos	1			As per <b>clause 7.1</b> of contract terms and conditions
31	Vernier Caliper-2	Nos	1			As per <b>clause 7.1</b> of contract terms and conditions

32	Centre Drill Bits Set	Set	1			As per <b>clause 7.1</b> of contract terms and conditions
33	Edge Finder	Nos	4			As per <b>clause 7.1</b> of contract terms and conditions
34	Surface Gauge	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
35	Dial Indicator Gauge with flexible magnetic base & stand	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
36	Dial Indicator	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
37	Collect chuck with C spanner	Nos	2			As per <b>clause 7.1</b> of contract terms and conditions
38	ER 32 Collect set	Set	2			As per <b>clause 7.1</b> of contract terms and conditions
39	ER 40 Collect set	Set	1			As per <b>clause 7.1</b> of contract terms and conditions
40	High Speed Steel Drill Set	Set	2			As per <b>clause 7.1</b> of contract terms and conditions
41	Tool holder Tightening Fixture for Bench top	Nos	1			As per <b>clause 7.1</b> of contract terms and conditions
42	High Speed Steel End Mill Cutter set	Set	2			As per <b>clause 7.1</b> of contract terms and conditions

Unit Price to be inclusive of all as supply and delivery at Interim Campus, Assam Skill University, ITI Complex, Birubari -781001



## Specification

Item No.	Item Name	Specification
1	Cylindrical Bar-1	Size- Ø 32 mm, Material – Mild Steel, Length -100 mm, Weight -31.5 kg
2	Cylindrical Bar-2	Size- Ø 60 mm, Material – Mild Steel, Length -100 mm, Weight -55.48 kg
3	Cylindrical Bar-3	Size- Ø 32 mm, Material – Aluminum, Length -100 mm, Weight -41.8 kg
4	Cylindrical Bar-4	Size- Ø 32 mm, Material – Aluminum, Length -100 mm, Weight -73.48 kg
5	Cylindrical Bar-5	Size- Ø 32 mm, Material – Aluminum, Length -100 mm, Weight -13.74 kg
6	Square Bar-1	Size- 32 mm x 32 mm, Material – Mild Steel, Length -50 mm, Weight -20.09 kg
7	Square Bar-2	Size- 50 mm x 50 mm, Material – Mild Steel, Length -50 mm, Weight -49.06 kg
8	Square Bar-3	Size- 50 mm x 50 mm, Material – Aluminum, Length -50 mm, Weight -32.97 kg
9	Square Bar-4	Size- 75 mm x 75 mm, Material – Aluminum, Length -50 mm, Weight -18.28 kg
10	Square Bar-5	Size- 100 mm x 100 mm, Material – Aluminum, Length -70 mm, Weight -18.20 kg
11	White Cotton waste	As per standard
12	Plastic Drum with cover for chips storage	Capacity -300 Litres
13	Hand Gloves	Type: Reusable, cut resistance, PU Coated
14	Cleaning brush for machine	Size: Medium
15	Plastic Bucket	Capacity- 10 Litres, Type: Heavy Duty
16	Dust Pan	As per standard
17	Apron	Colour: Blue
18	Soluble cutting oil	As per standard
19	Hydraulic Oil	Grade: 68
20	Grease	Type: White Assembly Paste
21	Power saw blade	Type: High Speed Steel
22	Hacksaw blade-1	Type: High Speed Steel
23	Hacksaw blade-2	Type: Mild Steel

24	Rubber Door Mat with hole-1	Type: Anti Slip, Size- (3 ft×2ft)
25	Rubber Door Mat with hole-2	Type: Anti Slip, Size- (6 ft×2ft)
26	Rubber Mat for machine with hole-1	Type: Anti Slip, Size- (7 ft×3ft)
27	Rubber Mat for machine with hole-2	Type: Anti Slip, Size- (10 ft×3ft)
28	Rubber Mat for machine with hole-3	Type: Anti Slip, Size- (5 ft×3ft)
29	Plastic crate with lid	Size: 400 x 300 x 200 mm
30	Vernier Caliper-1	Type: Digital, Size- 0-300 mm
31	Vernier Caliper-2	Type: Digital, Size- 0-200 mm
32	Centre Drill Bits Set	Type: High Speed Steel, Size- 1-14 mm
33	Edge Finder	Type: Mechanical, Size- 10 mm
34	Surface Gauge	Size- 18 inch
35	Dial Indicator Gauge with flexible magnetic base & stand	As per standard
36	Dial Indicator	Type: Lever
37	Collect chuck with C spanner	Size- 40 mm (for cnc lathe)
38	ER 32 Collect set	Size- 1 mm to 25 mm, 24 pcs set
39	ER 40 Collect set	Size- 3 mm to 32 mm, 30 pcs set
40	Drill Bit Set	Type: High Speed Steel, Size – 1 to 10 mm
41	Tool holder Tightening Fixture for Bench top	Type: BT40 (for cnc milling tool mounting)
42	End Mill Cutter set	Type: High Speed Steel, Size – 1 to 24 mm

**FORM OF BID  
(Goods)**

Date:

To: \_\_\_\_\_ [Purchaser's Name]  
\_\_\_\_\_ [Purchaser's Address]  
\_\_\_\_\_

We offer to execute the \_\_\_\_\_ [name and number of Contract] in accordance with the **Purchase Order, Terms and Conditions** and the priced **Supply and Delivery Schedule** accompanying this Bid for the Purchase Price of \_\_\_\_\_ [amount in words and numbers] (\_\_\_\_\_) [name of currency] \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Bid and your written acceptance of the Purchase Order and the Terms and Conditions will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Price Bid you receive.

We hereby confirm that this Bid complies with the Validity of the Offer, Terms and Conditions imposed by the **Bid** document.

Name of Supplier : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Fax Number, if any : \_\_\_\_\_  
Email address (optional): \_\_\_\_\_

**PURCHASE ORDER**

To:

M/s

.....  
.....  
.....  
.....

Dear Sirs,

Sub:

Ref: Your bid no..... dated .....

1. Your bid no.....of .....(Date) for the supply of ..... **has been accepted.** You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl.No.	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate Inclusive of GST (Rs.)	Total Price Inclusive of GST (Rs.)
1					
2					
			Total		

2. Delivery Period: 30 days from the date of receipt of this purchase order.
3. Place of delivery: O/o Assam Skill University, Interim Campus, ITI Complex, Birubari -781001
4. All items are inclusive of GST as applicable.

Registrar,  
Assam Skill University

## **TERMS AND CONDITIONS**

### **1. Applicable Law**

1.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

### **2. Language**

2.1 All communications and documents related to the Contract shall be in English.

### **3. Fixed Contract Price**

3.1 The prices indicated in the Form of Bid are firm and fixed and not subject to any adjustment during contract performance.

### **4. Delivery Schedule**

4.1 The delivery should be completed as per schedule indicated in the **Supply and Delivery Schedule** but not exceeding 30 (Thirty) days from the date of receipt of Purchase Order.

### **5. Required Technical Specifications (with attachments as necessary)**

(a) General Description

(b) Specific details and standards

Supplier confirms compliance with above specifications.

### **6. Delivery and Documents**

6.1 Upon delivery and Installation, the Supplier shall provide the following documents to the Purchaser:

(a) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

### **7. Taxes and Duties**

7.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

### **8. Payment**

8.1 Payment of the contract price shall be made in the following manner:

(a) 100% within 60 days from receipt by the Purchaser of the delivered goods on site, installation and after satisfactory acceptance in accordance with the contract (or whatever is appropriate for the goods being procured) including the required documents.