

**OFFICE OF THE DIRECTOR FORENSIC SCIENCE LABORATORY:  
MEGHALAYA::SHILLONG**

**TENDER NOTICE**

Sealed tender affixing non-refundable court fee stamp of Rs. 200/- (Rupees two hundred) only are invited from bonafide, established, reputed manufacturers and registered reputed intending firms and supplier (s) or their authorised dealers / agents / representative for entering into the rate contract for supply of equipments for Forensic Science Laboratory, Meghalaya, Shillong as per the Technical Specifications in Annexure "A" and terms and conditions laid down in the Tender notice.

**Terms and Conditions**

1. Items offered must be of reputed companies/manufacturers and should meet with all the specifications as those given in Annexure "A" Tender should be accompanied with catalogue, diagrams, samples, warranty/ guarantee or any related papers & will be received upto 12:00 hrs on 24<sup>th</sup> May 2012 by hand or by post. These will be opened on the same day at 1300 hrs. Tenderers, bidders or their authorised representatives are invited at the time of opening of the tender. Tenders received after 1200 hrs of 24<sup>th</sup> May 2012 by hand or by post will be summarily rejected.
2. Tender must be accompanied by:-
  - (a) Affixed non-refundable court fee stamp of Rs.200/-.
  - (b) Earnest money of Rs.5000/- (Rupees five thousand) only in the following forms only (i) Crossed Bank Draft or (ii) Deposit at Call payable to the Director Forensic Science Laboratory, Meghalaya, Shillong at any Nationalised Bank at Shillong. Tenderers belonging to Schedule Caste/Schedule Tribe may deposit 50% of the amount above subject to the production of such certificate.
  - (c) Valid and current Income tax clearance certificate from the Income Tax Department.
  - (d) Valid and current Sale Tax certificate from the Superintendent of Taxes.
  - (e) Value Added tax registration certificate/TIN No.
  - (f) Authenticated copy of rate contract with DGS & D if tenderers have any existing and valid rate contract with DGS & D.
  - (g) Dealership/distributorship certificate from the Principal manufacturers.
  - (h) Attested copy of valid Trading License in terms of KHADC, JHADC & GHADC (for non-tribal) Regulation Act 1954 by tenderers who are required to obtain such License.
3. The following information must be mentioned on the body of the envelop containing the quotations; failing which the sealed envelop of the quoting firm will not be opened.
  - (a) Sale Tax certificate. -is enclosed
  - (b) Income Tax certificate. -is enclosed
  - (c) Earnest money -is enclosed.
  - (d) Court Fee stamp - is enclosed.
  - (e) Trading License from KHADC, JHADC & GHADC (for non-tribal)
  - (f) Dealership certificates from Principal manufacturers.

- (g) SC/ST Certificate.
- (h) Passport size photograph of the bidder should also be enclosed.

Failure to enclose any one of those above documents or any invalid documents will result in automatic rejection of the quotation.

4. **Rates quoted**
  - (a) Tenders should be submitted along with company price list.
  - (b) Should be inclusive of all charges, like custom duty, packing, insurance, taxes, and other incidental charges. Only local taxes should be shown separately if applicable.
  - (c) should be inclusive of cost of accessories valid up to date
  - (d) should be valid for one calendar year from the date of acceptance of tender. Should be quoted separately for each item
  - (e) should be quoted FOR destination Shillong, door delivery Director Forensic Science Laboratory, Meghalaya, Shillong
  - (f) Should be inclusive of all Charges like packing, insurance, transit risk and other incidental charges' only C.S.T. against 'D' form may be shown extra as applicable.
  - (g) Should be written clearly in figure and in words. Any alteration or overwriting must be fully signed by the tenderers.
  - (h) Once the rates offered in the tender are accepted, no enhancement will be entertained at any circumstances and tenderers will be liable to supply the items at the rate accepted by the Director Forensic Science Laboratory, Meghalaya, Shillong. Failure to supply the items at the accepted rates will entail the offer being cancelled and the security money will be forfeited to the Government of Meghalaya.
5. Tender/Quotation should be addressed to the undersigned by designation and not by name. Sealed envelope containing the tender must be super scribed as "Tender for Supply of Equipments" and must be sent by register post or hand delivery.
6. The successful tenderers will be:-
  - (a) Intimated by a Letter of Acceptance of the Director Forensic Science Laboratory, Meghalaya, Shillong. Till then no bidder has any right to assume that his/her tender has been accepted. There shall be no claim whatsoever for compensation for any expenditure incurred by any tenderers in anticipation of acceptance letter.
  - (b) Required to furnish a security deposit as per rates mentioned below and execute the contract agreement to ensure fulfillment of the terms and conditions of the contract which successful tenderer (s) will have to enter into. Such security deposit will be subjected to forfeiture in case of non-fulfillment of terms and conditions of the tender notice on the contract agreement. The earnest money of the successful tenderer (s) will not be released till the security deposit is furnished. Earnest money of the successful tenderer (s) will be forfeited to the Government in case of failure to furnish security money in full.

**7 RATES OF SECURITY DEPOSIT**

For contract upto Rs.20,000/- 2% from local & 3% from non-Locals.  
For contract upto Rs.50, 000/- 3% from local & 4% from non-Locals.  
For contract upto Rs.1, 00,000/- 4% from local & 5% from non-Locals.  
For contract over Rs.1, 00,000/- 5% for all categories.

The Security Deposit should be interest free and in the form of a valid Bank Draft/Deposit at Call pledged in favour of the undersigned.

8. The Director Forensic Science Laboratory, may rescind forthwith the contract in writing if,
- a) A Tenderer assigns or sublets any contract in respect of contract or any other contract entered into with the Government.
  - b) Tenderer or his agent/Servant are found guilty of fraud of this contract or any other contract.
  - c) Declines, neglect or delays to comply with the demand/requisition or in any other way fails to perform or observe any of or all the conditions of the contract agreement.

In case of such rescission the Security Deposit in full shall stand forfeited and absolutely be at the disposal of the Government without prejudice to any other remedy or action that the Government shall be entitled to recover from the successful Tenderer any extra expenses Govt. may deem necessary in obtaining the supplies.

9. In the event of the successful Tenderer failing to perform his/her part of any or all the contract agreement to the satisfaction of the Department or disregarding any terms and conditions of the Tender Notice and or the contract agreement the successful Tenderer shall be liable to any of or all of the following action at the discretion of the Director Forensic Science Laboratory, Meghalaya, Shillong on behalf of the Government of Meghalaya.
- (i) forfeiture of security deposit in whole or part.
  - (ii) making good the loss caused to the Government through the liability, neglect, delay in complying with the demand.
  - (iii) cancellation of the contract without any prior notice to the contractor.
10. If the successful Tenderer/s willfully neglects, fails to perform or observe any or all conditions of the contract agreement or attempts to cheat or indulge in foul practices, the Director Forensic Science Laboratory, Meghalaya, Shillong may impose a ban upon such Tenderer(s) for future business within the Department.
11. Quantities mentioned in the list are only illustrative and may be increased/reduced on finalisation of order depending on the availability of fund and actual requirements.
12. Once the sample/technical specification of the items are approved, no change of brand, name, shape, pattern, quality or specifications will be entertained even on the plea of non-availability of raw materials or alternative offer of the same quality.

13. The store, supplied must be of the same specifications, weight and quality as the tendered models/samples/Tech. Spec. If the items are rejected by the undersigned due to non-meeting of the Technical Specification the supplier must replace the rejected items at their own cost forthwith and in a period of 21 (twenty one) days from the date of rejection.
  14. Delivery must be completed within thirty days from the date of receipt of firm orders. No extension of delivery & installation period will be entertained.
  15. Payment will be made to the suppliers directly only on completion of supplies and on correct receipt of goods by the respective consignee in good condition. Documents/vouchers/ P.R. Bills etc. routed through Banks will not be accepted. Consignment will be dispatched by the firm after payment of all freight charges at the sources. Freight to pay P.R. will not be accepted.
  16. Risk of transportation will be borne by the Tenderer themselves.
  17. Comprehensive on site warranty should be indicated along with after sale services facilities.
  18. One set of manuals of (Instructions and Maintenance) should be supplied free of cost for each item wherever applicable.
  19. The Purchase Board reserves the right to reject the lowest rate or any of the tender without assigning any reason.
  20. Any dispute arising out of or in respect of these terms and conditions of the Contract Agreement shall be in the Jurisdiction of the Courts in Meghalaya.
- N.B: Details can be obtained from the office of the undersigned on any of the working days between 10:00 AM to 4:30 PM

Sd/-  
(M.N.Borah)  
Director  
Forensic Science Laboratory,  
Meghalaya, Shillong.

Memo No.FSL.51/Mod/2011-12/23

Dated. Shillong the 26<sup>th</sup> April, 2012

Copy to:-

1. The Commissioner Secretary to the Govt. of Meghalaya, (Home/Police) Dept. Shillong for favour of information
2. The Additional Director General of Police, (CID), Meghalaya, Shillong, for favour of information.
3. The Additional Director General of Police, (Tech), Meghalaya, Shillong, for favour of information.
4. The Additional Director General of Police, (L/O.), Meghalaya, Shillong, for favour of information.
5. The Inspector General of Police (CID), Meghalaya, Shillong, for favour of information.
6. The Inspector General of Police (AP/TRG), Meghalaya, Shillong, for favour of information.
7. The Inspector General of Police (E/R), Meghalaya, Shillong, for favour of information.
8. The Deputy Inspector General of Police, (SB), Meghalaya, Shillong for favour of information.
9. The Deputy Inspector General of Police, (E/R), Meghalaya, Shillong for favour of information.
10. The Deputy Inspector General of Police, (A), Meghalaya, Shillong for favour of information.
11. The Asstt. Inspector General of Police, (A), Meghalaya, Shillong for favour of information.
12. Superintendent of Police SCRB Meghalaya, Shillong for information and necessary action to include the Tender Notice in the Meghalaya Police Website
13. All Superintendent of Police/CO's of Meghalaya for favour of information.
14. The Director of Information and Public Relation, Meghalaya, Shillong for favour of information. The gist of the tender notice (copy enclosed) may please be published in 2 (two) local News Papers
15. The Director Government Printing Press, Shillong with five spare copies of the Tender Notice may be published in the consecutive issues of the Meghalaya Gazette.
16. To M/S \_\_\_\_\_

  
Director

Forensic Science Laboratory,  
Meghalaya, Shillong.

**(A) Specification of Automatic TLC Sampler 4 (ATS4) and Equilink Software for ATS4**

1)ATS4- Fully automatic TLC Sample Applicator, works in PC control or stand alone mode, fully automatic application of samples as spots, bands or rectangles. By spray or contact application, accepts 10, 25 or 100- $\mu$ L syringe. Syringe cleaning automatic and programmable, complete with instrument cover, sample racks for 66 standard 2 mL vials (12 x 32mm).

(It also includes

- a) 25 ml dosing Syringe for ATS4 without needle – 2(two) nos
- b) Needle for Spray –on Application – 2(two) nos
- c) Needle for contact application – 2(two) nos
- d) Chromacol Sample Vials 2ml with Snapcaps, Pack of 1000(one thousand)

2) Equilink Software- Equilink Software for ATS4 to link to winCATS system manager Software.