

Government of Meghalaya

OFFICE OF THE DIRECTOR GENERAL OF POLICE
MEGHALAYA :: :: SHILLONG

SHORT TENDER NOTICE

Sealed tender affixing non-refundable Court Fee Stamp of Rs. 1000/- (Rupees One Thousand) only are invited from bonafide, established, reputed manufactures and registered intending firms and supplier(s) for entering into a rate contract for supply of items/equipment for setting up DNA unit at "Office of the Director General of Police, Meghalaya, Shillong" for 2020-21, as per terms and conditions laid down in the Tender Notice. The tenders should be in 2(Two) bids system i.e. (i) Technical Bid (ii) Price Bid.

1. Terms and conditions:

Items offered must be of reputed companies/manufactures and should meet with all the Technical Specifications as given in **Annexure "A"**. Tender should be accompanied with catalogues/Brochures/Warranty/Guarantee (in original) and will be received up to **1200 hrs** on or before the **22nd February 2021** by hand. These will be opened on the same day at **1400 hrs**. Tenderers or their authorized representatives' are invited to present at the time of opening of the tender.

2. (i) Tender must be accompanied by the following documents in Technical Bid:

- (a) Affixed non-refundable court fee stamp as mentioned above.
- (b) Attested Passport size photograph of the bidder.
- (c) Authenticated copy of authorized Dealership/Distributorship certificate for each item quoted from the Principal manufacturer who has authorized dealers specifically certifying that the tenderer is authorized to deal with the equipments quoted in the tender notice. Separate dealership certificate will be required to be furnished by the tenderer if asked for in the list of items.
- (d) Attested copy of SC/ST Certificate issued by the concerned competent authority of Meghalaya only (for Tribal tenderer).
- (e) Earnest money at the rate of 10% (Ten percent) in case of Non-Tribal and at the rate of 5% (Five percent) in case of Tribal from the total value of the items tendered, in any one of the following forms only:
 - (i) Crossed bank draft; or,
 - (ii) Deposit at Call.

Payable to the Asstt. Inspector General of Police, (A), Meghalaya, Shillong at any Nationalized Bank at Shillong.

- (f) Attested copy of GST Registration / Clearance to be enclosed.
- (g) Financial stability Certificate from any Nationalized Bank or Deputy Commissioner concerned.
- (h) Catalogues/Brochures (in original) from the manufacturers for the item quoted.
- (i) Attested copy of valid professional Tax Clearance Certificate.
- (j) Attested copies of valid Trading license in terms of KHADC, JHADC, GHADC for Non-Tribal (regulation Act. 1954) in case of Non-Tribal who are required to obtain such license should also be enclosed.
- (k) Tenderer should also submit the undertaking at Annexure – B.
- (l) Latest certificates with respect to work experience for supply and installation of items / equipment for setting up of DNA unit.
- (m) Should not have been black listed.

2. (ii) Tender must be accompanied by the following document/detail in price Bid:

- (a) Rate of the item quoted should be placed in separate sealed envelopes.
- (b) The rate quoted should be as per format enclosed at Annexure- A.

3. The list of enclosed documents must be mentioned on the body of the envelope containing the tenders, failing which, the sealed envelope of quoting firm will not be opened.

4. **Warranty/Guarantee:** Minimum Warrantee of 2 (two) years should be offered, to be followed by an AMC from the third year.

5. Rates Quoted:

- (a) Should be inclusive of all taxes, levies, charges, packing, insurance, taxes and other installation/incidental charges..
- (b) Should be inclusive of the cost of all accessories required to make the DNA Lab functional.
- (c) Should be valid for 1(One) year from the date of acceptance of tender.
- (d) Should be quoted separately for each item in word and rates should be for 1 (one) item, 1(one) rate basis. Same items with optional rates and optional quality will not be entertained and out rightly rejected.
- (e) Should be quoted F.O.R Destination i.e., up to the Office of the Director Forensic Science Laboratory, Mawdiangdiang.
- (f) Should be written clearly in figures and in words. Any alterations or over writing must be fully signed by the tenderer along with the date.
- (g) Once the rates offered in the quotation are accepted, no enhancement will be entertained under any circumstances and tenderers will be liable to supply the items at the rate accepted by the Director General of Police, 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.

(h) For import items rate should be indicated separately i.e., rates with **Custom duty and rates without Custom Duty.**

6. Tenderer must sign all pages of the Bid (Both Technical and Price Bid) and also submit the signed Undertaking Certificate at Annexure – ‘B’, as a proof of the tenderer having fully understood the terms and conditions mentioned in the Short Notice Tender.
7. Tender/quotation should be addressed to the undersigned by designation and not by name. Sealed envelopes containing the quotation must be super-scribed as Tender for supply and installation of DNA Unit and sent by hand delivery. The tenderer should affix his full address on the left bottom of the envelope containing the tender documents.
8. In no case tenders received after due date and time shall be accepted. All tenders received after the due date and time shall be returned to the respective tenderer without opening the same.
9. **Rates of Security Deposit:-** The successful tender will have to deposit Security Deposit @ 10% (for all categories) of the total amount of the contract.
10. Once the Model is approved, no change of brand name, shape, pattern, quality or specification will be entertained even on the plea on non-availability offer of the same quality or alternative offer of the same quality.
11. Delivery and installation must be completed within 20 (twenty) days from the date of receipt or firm orders. No extension of delivery period will be entertained.
12. **Payment will be made to the suppliers directly, only on completion of supplies, installation** and based on the recommendation of the **Line Committee.**
13. Risk of transportation will be borne by the Tenderer themselves.
14. One set of manual of (Instruction and Maintenance) should be supplied free of cost for the item wherever applicable.
15. The purchase Board reserves the right to reject the lowest rate or any of the tender without assigning any reason.
16. The Tendering Authority has the right to cancel the tender at any time without assigning any reason thereof.
17. The Tendering Authority reserves the right to alter the quantity/reduce any items/equipments before issue of supply order and the Tenderer shall not have any claim what so ever on this account.
18. The items for which the tenderers would be quoting must fulfill the given technical specifications and if it does not then it will not be accepted.
19. **Eligible/qualified Tenderers should demonstrate the equipment before the Tendering Authority.**

20. Specification of the list of items/equipment to be procured for setting up of DNA Unit is at Annexure- 'A'.
21. Successful Tenderer will have to sign a contract agreement.
22. The Earnest Money of the successful/unsuccessful Tenderer shall be released after the award of tender to the successful Tenderer.
23. The Successful tenderer shall be intimated and a letter of acceptance will be issued by the undersigned.

Sd/-

Asstt. Inspector General of Police (A)
Meghalaya, Shillong.

Memo No. MPF/10/2018-19/FSL/ST/54

Dated Shillong the 8th February, 2021.

Copy to:-

1. The Addl. Director General of Police (L&O/TAP) / (SB/CID), Meghalaya, Shillong for kind information.
2. The Inspector General of Police (Admin), Meghalaya, Shillong for kind information.
3. The Inspector General of Police (ER), Meghalaya, Shillong for kind information.
4. The Dy. Inspector General of Police (WR), Meghalaya, Tura, for kind information.
5. All Superintendents of Police for kind information with a request to display the tender notice in the Notice Board.
6. The Spl. Superintendent of Police (CID), Meghalaya, Shillong for kind information.
7. The Principal, Police Training School, Umran, for kind information with a request to display the tender notice in the notice board.
8. The Director Government Press, Meghalaya, Shillong with copies for publication in two consecutive issues of Meghalaya Gazette.
9. The Director Information & Public Relation, Meghalaya, Shillong for kind information, with a request to publish the Tender Notice and the list given at Annexure – A) in 3 (three) Newspapers, i.e. English, Khasi and Garo medium which are widely circulated throughout the State.
10. The I/c Director FSL, Meghalaya, Shillong for kind information with a request to display the short tender notice in the notice board.
11. The Reserve Officer of Police Headquarters, Meghalaya, Shillong for information and necessary action.
12. The In-charge Computer Wing, Police Headquarters, Meghalaya, Shillong along with a soft copy containing the Tender Notice for uploading the same in the Website of the DGP, Meghalaya, Shillong.


Asstt. I. G. of Police (A)
Meghalaya, Shillong.
Asstt. Inspector General of Police (A)
Meghalaya, Shillong.

TENDER NOTICE

Sealed tenders along with Brouchers /Catalogues for supply of items/equipment to be procured for setting up of DNA Unit to the O/o the Director General of Police, Meghalaya, Shillong will be received by the undersigned up to **1200 hrs** on or before the **22nd February 2021** will be opened on the same day at **1400 hrs** by the undersigned. Details may be collected from the office of the undersigned on any working days between 10Am to 4.30 Pm.


Asstt. Inspector General of Police (A)
Meghalaya, Shillong.

Annexure – A

Sl. No.	Name of equipment	Qty
1	AB.3500 Genetic Analyzer for HID (8 capillary system) with Gene Mapper ID-X version 1.6 software	1
2	RT-PCR with HID validation certificate	1
3	24-plex Autosomal STR KIT	1
4	Y-STR Kit	1
5	Human and Human/Male DNA Quantitation Kits	1
6	Size standard, POP-4 Buffers, other consumables for the functioning of Genetic Analyzer.	1
7	Thermo Mixer with chargeable block	1
8	Set of Micropipettes 05 –10 μ l, 2-20 μ l, 20-20 μ l, 100-1000 μ l	6
9	Freeze Mill	1
10	Table Top Refrigerated High Speed Centrifuge (with 1.5/2 ml and 15 / 50 ml rotors and adaptors)	1
11	Online UPS 10 KVA (3KVA + 3KVA=4KVA) with 90 min back up each	1+1+1
12	Laminar air flow	1
13	PCR Workstation	1
14	Rotator (1.5ml/2ml to 15/50 ml clamps or adaptors)	1
15	Magnetic stirrer cum Hot Plate (with both heating and non-heating features)	1
16	Vortex mixer	1
17	Tray shaker (without incubation)	1
18	pH meter	1
19	Microwave oven	1
20	-80° Ultra low temperature Freezer	1
21	Refrigerator	2
22	4C Upright Chiller	1
23	Air Conditioner	1
24	General plastic ware (Microtips, microcentrifuge tubes, centrifuge tubes, PCR tubes, 96 well plates, NDA molecular weight cutter filters, etc) and Disposables; Glassware; and Molecular Biology chemicals and consumables.	

Asst. I. G. of Police (A)
Meghalaya, Shillong.

Bidder should quote the above items as below:-

Sl. no	Item	Qty	Make & model	Unit price (inclusive of all taxes)	Total
1					
2					
3					
4					
	Other items (if any)				
	Grand total				


Asstt. I. G. of Police (A)
Meghalaya, Shillong.

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS

(To be furnished along with the tender documents)

I/We have read and fully understood the terms and conditions as laid down in the Short Tender Notice. Vide No. **Memo No. MPF/10/2018-19/FSL/ST/54 dt. 8th February 2021** in respect of supply/setting up of DNA Unit to the Office of the Director General of Police, Meghalaya, due to be opened on **22nd February 2021**.

I/We agree to abide by the same.

I/ We have signed all the pages of the tender documents as laid down.

Signature and seal of the Tenderer or
his/her Authorized signatory.

Dated.....

Name

Address

.....

Phone No.


Asstt. I. G. of Police (A)
Meghalaya, Shillong.