

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Notice Inviting Bids

NIB No. CU/S&P/2019/10 Dated August 09, 2019

(Press Notice)

Bids in sealed cover are invited from eligible manufacturers or authorized dealers/ suppliers in two-bid (techno-commercial and financial) system with respect to supply and installation of lab instruments in the Department of Environmental Biology and Wildlife Sciences.

The bidding document pertaining to this notice, along with ICICI Bank Challan—FEE CODE 011 which is meant for payment of a processing fee (non-refundable) of INR 500/-, can be downloaded from University's website i.e. www.cottonuniversity.ac.in. The sealed cover containing the bid and addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam" is required to be submitted during office hours on or before 3:00PM of August 30, 2019. Bid opening may be done on the following working day at 11:00AM which the bidders may attend.

(Prof. Diganta Kumar Das)

Registrar

Memo No. CU/S&P/2018/13/ 7636-43

July a1819

Dated 9/8/19

Copy for information and necessary action to:

- 1. The PS to the Vice Chancellor
- 2. The Head, Dept. of Environmental Biology and Wildlife Sciences
- 3. The Finance Officer
- The Systems Manager; he is requested to arrange for upload of this notice-cum-bidding document in University's website
- The Director, DIPR, Govt. of Assam; he is requested to arrange for publication of the abstract ad (soft copy enclosed) of this notice in one(1) immediate issue of both The Assam Tribune as well as Amaar Axom, and submit bill/invoice in triplicate for release of payment
- The Co-ordinator, NEI ASSAM; he is requested to arrange for posting/uploading/publication of this press notice in their website www.dailyassam.com
- The notice board
- 8. The concerned office file

(Prof. Diganta Kumar Das) Registrar



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1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

- 1.1. The sealed cover must be submitted in two separate, sealed sub-envelopes clearly super-scribed as:
 - 'Techno-commercial Bid', consisting of documents, testimonials, etc. pertaining to all technical details/ specifications of items in addition to commercial terms and conditions as well as details of required compliances; and,
 - 'Financial Bid', indicating item-wise base rates/ prices/ values for the items listed in the relevant Techno-commercial Bid.
- 1.2. The two separate, sealed sub-envelopes mentioned in Clause 1.1 are required to be placed inside a comparatively bigger sealed envelope clearly super-scribed on the top of the same as "SUPPLY AND INSTALLATION OF LAB INSTRUMENTS IN THE DEPARTMENT OF ENVIRONMENTAL BIOLOGY AND WILDLIFE SCIENCES:: NIB No. CU/S&P/2019/10 Dated August 09, 2019". The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The bigger sealed envelope addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam" must be submitted during office hours in the Drop-Box arranged for the purpose on or before 3:00PM of August 30, 2019.
- 1.3. There is a processing fee (non-refundable) of INR 500/- which is to be deposited through ICICI Bank Challan—FEE CODE 011 at any of the branches of ICICI Bank. The soft copy format of the required challan may be downloaded from University's website www.cottonuniversity.ac.in for which it has been made available therein alongside the relevant Notice Inviting Bids.
- 1.4. The counterfoil (University Copy) of the aforementioned bank challan [implicating payment of the required processing fee] is required to be submitted in the envelope titled Techno-commercial Bid.
- 1.5. Techno-commercial bid opening may be done on the following working day at 11:00AM which the bidders may attend, if they so desire.
- 1.6. In case the date of bid submission is declared a holiday by any jurisdictional authority, then the following working day of the University will be treated as due date for bid submission. The bid received after due date and time or without sealed cover or in torn condition shall not be entertained under any circumstances whatsoever.
- 1.7. Any addendum, corrigendum, notice of date extension, etc. will be posted on the University's website only. As such, it is in the bidder's interest to stay alert regarding such notices/notifications.
- 1.8. All bids received will be opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation with respect to award of contract.
- 1.9. Evaluation shall be done separately for each (category of) item(s) as deemed fit by the committee.
- 1.10. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. should be asked or encouraged by the bidder to represent their cause.
- 1.11. All pages of the bidding document and supporting materials, annexure/enclosures etc. must be sealed and signed by the bidder or their authorized signatory. All entries by the bidder should be legibly written. Any over-writing, corrections and cuttings should bear initials of the authorized signatory. Ideally, corrections should be made by writing again instead of 'shaping' or over-writing.

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- 1.12. The employees of Cotton University or their immediate family members shall not be eligible to participate in the bidding process. For the purpose of this clause, immediate family members comprise dependent parents, sons, daughters, brothers, sisters and spouse.
- 1.13. Only the sought for information and details are required to be furnished with the bidding document. However, if the bidder desires to present additional information, the same may be provided on A-4 size white coloured sheet of paper.
- 1.14. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all terms and conditions stated herein. No correspondence, be they verbal or written, shall be entertained in respect of acceptance or rejection of their bid.
- 1.15. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc. mentioned below in the 'Enclosures-cum-Checklist' section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid will not be considered but instead summarily rejected by the bid opening and evaluation committee.
- 1.16. Financial Bid of only the techno-commercially acceptable offers shall be opened for the purpose of evaluation (and ranking). Date and time of opening of Financial Bids may be intimated to shortlisted bidders separately.
- 1.17. Base rates/ prices/ values in Financial Bid must be quoted in the Indian currency, i.e. Indian Rupees (INR) only.
- 1.18. The bidder shall quote the most competitive rates/ prices/ values. Quoted prices [which are not to be higher than the maximum retail price (MRP) under any circumstances whatsoever] must be inclusive of all taxes and duties, charges for packaging, forwarding, freight, etc. Insurance, wages of manpower, and other incidental expenses must be borne by the selected bidder themselves.
- 1.19. In case the bidder quotes zero/ nil/ blank against the respective columns of each item in 'Schedule of Rates/ Prices', the bid shall be treated as invalid and the bidder will not be considered the lowest.
- 1.20. If base rates/ prices/ values are quoted in a format other than the one which is prescribed in the bidding document, then the bid is liable to be cancelled. [Wherever applicable, the bidder must clearly specify the base rates and value of GST to be paid extra, failing which their 'price' will be considered as 'base rate' for comparison and evaluation purpose]. 'Schedule of Rates/ Prices' must be carefully and properly filled up. Please note that no corrections and/or alterations in the Financial Bid will be permitted at a later stage.
- 1.21. The lowest base rates/ prices/ values will be determined based on evaluation of quotes belonging to only the techno-commercially qualified bidders. The lowest bidder(s) willing to supply at the base rates/ prices/ values determined by the University shall be issued purchase order or offer for the award of contract. The relevant offer based on the lowest base rates/ prices/ values or any other rates/ prices/ values to be decided by the University, would need to be accepted within stipulated number of days (to be intimated in due course of time) from the date of issue of the aforementioned offer. Failure to accept the offer and/or failure to communicate its acceptance within that time frame will automatically result in cancellation of the offer.
- 1.22. Concessional Goods & Services Tax (GST @5%) would apply to items meant for research purposes in public funded institutions as per the rate mandated by the Ministry of Finance, Govt. of India.





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- 1.23. Earnest Money Deposit (EMD) in favour of "Cotton University" and payable at "Guwahati" must be submitted in the form of banker's cheque/ demand draft to the tune of 2.5% of the total quoted value [and not that of the unit value of any individual item]. EMD of the successful bidder shall be treated as security deposit (SD) money and hence retained [beginning from the date of installation of the item(s)] until expiry of warranty period. In addition, a free service camp may be required to be organised by the supplier immediately preceding the date of expiry of their warranty period and release of their SD money.
- 1.24. The SD money of the successful bidder shall not carry any interest and would be refunded on the expiry of the warranty period.
- 1.25. After receiving necessary approval of the University authority, the lowest base rates/ prices/ values of the item(s) listed in the Techno-commercial Bid shall remain constant/ fixed/ valid for a period ranging from six months to one year from date of issue of the first/original purchase order. The successful bidder shall deliver the listed items at the approved base rates/ prices/ values as and when requirement arises.
- 1.26. The bid shall be rejected if:
 - the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - the bidder is found to have been blacklisted by any government/ non-government organization/
 Public Sector Undertaking in the preceding three(3) years; or
 - (iii) the bidder is convicted, punished, charge sheeted in a criminal case involving moral turpitude; or
 - (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
 - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
- 1.27. The bidder should clearly state in the bid/ offer if there is any special rebate or discount admissible or will be given to the University on the items quoted.
- 1.28. An offer of guarantee encompassing immediate replacement of the supplied items against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. and on-site comprehensive warranty of twenty four (24) months [to commence from the date of installation-cum-commissioning] must be provided by the successful bidder.
- 1.29. The successful bidder shall deliver the ordered items at the Dept. of Environmental Biology and Wildlife Sciences (EBWS) or any other place as instructed by the authorized personnel during/ prior to delivery and also collect item(s) for return, if any.
- 1.30. The necessary on-site delivery and installation-cum-commissioning as well as on-site training (if applicable) shall be carried out by authorised representative(s) of the successful bidder entirely at their own risk and free-of-cost in the presence of authorised personnel from the concerned research lab/ academic department/ administrative section of the University or stakeholder(s) of the bid.
- 1.31. The successful bidder and their representative(s) shall be liable to be dealt suitably in the event of infringement of any law. Any financial liability arising on the University as principal employer shall be deducted from the bill(s)/ invoice(s) of the bidder and if the full amount is not recovered, then the same shall be recovered from the SD money (if any) of the bidder.







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- 1.32. The successful bidder shall provide prompt after-sales service and support whenever and wherever called for. By having an alternative backup plan for continued availability of human resource, the bidder shall ensure that there is no disruption of services because of absenteeism of manpower. Apart from providing the required services, as and when called for, the successful bidder shall discharge any other duties, which in the opinion of the University are within the scope of work of the bidder, and that such duties shall be carried out with due diligence and care.
- 1.33. The successful bidder must deliver the item(s) and provide associated service and support/assistance at the designated site during such time in the day as may be specified for that particular place from time to time which include all working days/ shifts and even on holidays.
- 1.34. The successful bidder will engage suitable and experienced personnel as may be needed to supervise and guide the subordinate personnel for proper completion of the work as per direction of such officer(s)/ official(s)/ end user(s) as may be designated by the University. The bidder is overall and fully responsible for the good conduct and character of the manpower deployed. In case of any complaint against any staff, the bidder shall be under mandatory obligation to suitably punish such personnel or to take such other action as may be directed including removal or substitution of such personnel when instructed orally or in writing by the designated officer(s)/ official(s)/ end user(s).
- 1.35. In case the work carried out by the successful bidder or its personnel is not found satisfactory, then the bidder upon advice, directions or orders from the University shall take immediate necessary steps/action so as to provide prompt, uninterrupted and effective services, as per terms of the bid/ supply contract.
- 1.36. In case the successful bidder fails in fulfilling the obligations of work under the bid/ supply contract, fully and in time, the University shall have the absolute right to take up the work at the bidder's cost and risk, and recover all such expenses from the amounts due to the bidder including their SD money (if any).
- 1.37. For any deficient services, the University reserves the right to terminate the supply contract and initiate such further penal/ legal action as deemed appropriate.
- 1.38. The manpower deployed by the successful bidder for carrying out the obligations under the terms of the bid/ supply contract shall be employees of the bidder. No relationship of master and servant would be created between the deployed manpower and the University under this contract. The bidder shall be solely responsible for their affairs and will be bound to comply with the statutory obligations as and where applicable. These personnel shall have no claim whatsoever, to be treated as employees of the University. In the event of any such claims being made by the personnel of the successful bidder on the University, the bidder shall be wholly responsible and the bidder shall indemnify the University against any such claims, either monetary or otherwise.
- 1.39. The successful bidder shall not divulge any information, confidential or otherwise, that he may come across. The bidder or their representative(s) shall be granted permission by the University to enter the premises only for the purpose of carrying out the contractual obligations and not for any other reasons or purposes. Prior permission will have to be obtained by the bidder or their authorized representatives from the University in the event of them being required to remain on the University's premises beyond the stipulated time and/or on Sundays and fixed public holidays for any reasons whatsoever.

Registrar
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- 1.40. The successful bidder shall observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder shall be responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws and order of the local authorities and statutory bodies as may be in force from time to time during the subsistence of the supply contract. The bidder shall also indemnify the University and its officer(s)/ official(s)/ end user(s) from any claim or consequences/ damages for any lapse or non-compliance thereof. If, at any point of time, it is found that any type of liability/ responsibility has been fixed on the University or its employees by any government or local bodies as regards the contract, then the total responsibility will have to be borne by the bidder.
- 1.41. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is wrong/ forged/ fake/ false or manipulated, then the supply contract shall stand cancelled with immediate effect and SD money (if any) with the University shall be forfeited without any claim whatsoever against the University.
- 1.42. If, in the course of execution of the supply contract by the successful bidder, any damage is caused by the bidder or its personnel deployed in the University's premises to persons and/or property of the University, the bidder shall be liable for the same and that they shall indemnify the University against such damages. The bidder shall also render all assistance and cooperation to the University in the event of any inquiry relating to any such incident or accident.
- 1.43. The successful bidder shall not delegate or sublet the supply assignment or any part thereof to any other agency/ entity/ contractor without the prior written consent/ approval of the University; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the supply contract.
- 1.44. No advance payment shall be made to the successful bidder. In order to receive payment against the supply assignment so executed, the bidder shall submit triplicate copies of bill(s)/ invoice(s) and relevant supporting documents. However, payment shall be made only after due scrutiny, verification and endorsement of the same by the end user/ authorized personnel who shall necessarily be officer(s)/ official(s) designated by the University for the purpose.
- 1.45. Statutory levies and taxes, as applicable from time to time, shall be deducted at source from the bill(s)/invoice(s) of the successful bidder at the time of settlement of the same unless the bidder produces a certificate to the contrary from the Income Tax authorities. TDS certificate will be issued by the University. GST and other taxes, as applicable from time to time, shall be paid as per rules.
- 1.46. The successful bidder is liable to forfeit their SD money (if any) and be barred from future bidding if after receipt of purchase order, they fail to supply the item(s) and/or fulfil due obligations concerning the supply assignment.
- 1.47. The University reserves the right to cancel the supply contract by giving a notice in writing without assigning any reason whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.48. Mere submission of bid does not confer any right on any eligible bidder for being selected as the supplier for this bid.

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- 1.49. Selection will not ipso facto confer any right on the successful bidder to receive purchase orders from the University, meaning that it shall in no way guarantee or ensure allotment of assignment. The University reserves the right to procure the items from any other vendor(s) who is/are not selected or approved as per this or any other bid.
- 1.50. The Registrar, Cotton University or any officer(s)/ official(s)/ end user(s) authorized by the University, has the discretion to review or ascertain and enforce due and proper observance of the laws, rules and regulations. The officer(s)/ official(s)/ end user(s) so authorized by the University, or the Registrar, may, by himself, investigate into any complaint regarding default on the part of the bidder as regards terms and conditions of the bid. No bidder shall be allowed to be represented by legal expert during the course of any investigation, enquiry, appeal or any other proceeding conducted by or before any officer/official of the University against the bidder.
- 1.51. Cotton University reserves the right to amend or withdraw any of the terms and conditions and also update, modify, relax/waive and supplement the minimum requirements at any point of time. The University reserves the right to accept the offers in full or in parts or reject summarily or partly. In other words, Cotton University reserves the right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof. The decision of Cotton University in respect of scrutiny and evaluation of credentials of bidders as well as selection of the successful bidder(s) shall be intimated by the office. The decision of Cotton University on all matters connected with or incidental to selection of bidders shall be final and binding on all and shall not be called in question on any ground.
- 1.52. Cotton University reserves the right to call for any information and record, inspect the premises (if any) of any or all of the bidders, before as well as, during subsistence of the supply contract.
- 1.53. In the event of any dispute or difference between the parties relating to or concerning the interpretation of the supply contract/ bid or any alleged breach thereof or any matter relating to the contract/ bid, the same shall be settled by the parties, as far as possible, by mutual discussions and consultations between themselves. No bidder shall be allowed to be represented by a legal expert during any proceeding of mutual discussions and consultation. The dispute shall be so settled only when the same has arisen during subsistence of the contract and that the decision taken by the Registrar, Cotton University shall be final and binding on all parties. In other words, in case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.
- 1.54. The law of the land shall apply to the supply contract arising out of this bid. All disputes in this connection and all matters arising out of the contract shall be settled exclusively in the courts under Kamrup Metropolitan district jurisdiction.

Cotton University
Panbazar, Guwahati-781001, Assam



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2. Enclosures-cum-Checklist:

- Documents etc. which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:
 - Copy of evidence indicating submission of the processing fee worth INR 500/-, i.e., counterfoil (University Copy) of the ICICI Bank Challan

 — FEE CODE 011
 - Copy of bidding document duly sealed and signed by the authorised signatory representing the bidder
 - iii) Banker's Cheque/ Demand Draft (as EMD cum security deposit) to the tune of 2.5% of the total quoted value
- iv) An undertaking on the letterhead of the bidder clearly stating that 'all terms and conditions stipulated in the bidding document are unconditionally acceptable'
- Copy of certificate indicating Original Equipment Manufacturer (OEM)/ dealership authorization (where applicable)
- vi) A compliance statement on the letterhead of the bidder mentioning University's preferred item specifications vis-à-vis bidder's offered item specifications
- vii) Copy of manufacturer's Product Brochure indicating details of item(s) offered
- viii) Copy of valid/ up-to-date trade license issued by the competent authority under Kamrup Metropolitan district jurisdiction
- ix) Copy of PAN card
- x) Copy of certificate pertaining to GST registration
- xi) Copy of document(s) indicating income tax returns (ITR) filing for the Financial Year 2017-18 [i.e. Assessment Year 2018-19]
- xii) Copy of documents/ testimonials [such as purchase orders/ installation reports or certificates/ invoices] indicating prior work experience of similar nature
- Document(s) etc. which must be placed inside the sub-envelope titled 'Financial Bid' are:
 - a) Hard Copy (paper) of the prescribed format of 'Schedule of Rates/ Prices' duly filled up in neat and legible handwriting

Registrar Cotton University Panbazar, Guwahati-781001, Assam





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3. Specifications:

SI. No.	Item	Particulars					
1	BOD Incubator	Capacity: 150 Litre or above; 2 or more Shelves; double walled, standard model inner and outer body made of mild steel with powder coated; the chamber insulated by filling CFC free Polyurethane foam (PUF) or high temperature glass wool in the space between outer body and chamber to prevent temperature loss-inner chamber with smooth corners for easy cleaning; double door- outer metal body and inner acrylic door, inner door – made of imported transparent acrylic which is useful to view inner sample without open the door and loss of temperature, outer door with magnetic gasket and proper handle, lock & key; adjustable S.S wires mesh shelves; temperature range 5°C to 60°C; thermostatic safety controller i.e. thermostat to cut of dry heater supply in case temperature of B.O.D. overshoot; control panel consists with indicating lamp for compressor, heater and ON/OFF rocker switch for mains and illumination for all purpose & control forced air circulation fan for uniform temperature; hermetically sealed compressor Unit for CFC free cooling system as per the capacity					
2	Centrifuge	Maximum Speed: 12,000 rpm or beyond; 6 (or more) x (25-50) ml capacity rotor; speed setting option: both rpm and rcf; clear digital display system for time and speed					
3	COD Reactor/ Digester	Samples: Up to 25 Digestion Tubes, 16mm diameter; diameter of holes: 16mm x 25mm; temperatures range: 70-165°C; safety cover: clear plastic, hinged to flip up for loading and unloading; during time count signal: visual; end of cycle signal: acoustic; set temp less than block temp error signals: visual and acoustic; broken temp probe alarm signals: visual and acoustic; reaching of set temperature signal: acoustic; thermo-regulator: PID microprocessor; over-temperature protection: yes, on the block; temperature probe calibration: automatic by software; heating block temp stability: +/-0.5 C; performance from 20 - 150°C: 12 minutes; power supply: 90 to 260 V / 50 to 60 Hz, detected automatically; weight: 2.8 to 3.6 kg; dimensions (W x H x D): 155-250mm x 95-155mm x 275-320mm					
4	Refrigerator	Capacity: 200 litres or above; energy rating: 3-5 star					
5	Body Material: Stainless Steel Rotary Shaking speed: 20 to 200 RPM Shaker Temperature Range: Ambient plus 5°C to 60°C Should have capacity to hold 6-10 conical flask of 250ml						



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6	Compound Microscope with photographic attachment	Viewing Head: 45° inclined 360° rotatable, interpupillary distance 54 – 74 mm; Objectives: DIN Plan Achromatic, 4X ,10X 40X (Spring) 100X Oil (Spring) and anti fungus treated; Eyepiece: WF10X, FN 18 mm, Foldable Eye guard; Illumination: Halogen Illumination; Mechanical Stage: About 135 (W) X 124 (D) mm with low drive control Stage movement (XY direction); Nosepiece: Quadruple revolving; Condenser: Abbe condenser with N.A. 1.25, with built-in daylight filter and Aperture iris diaphragm; Focusing: Coaxial Coarse and fine focusing; Camera: VISION 2 MP or more USB Digital Microscope Camera; USB Camera: 2 MP or more USB High Resolution; Camera with Photo lens, Microscope adapter, Camera with Capture software; Pixel Size. 3.2 μm X 3.2 μm or better Frame Rate: 640x480(30 fps); Out port USB2.0 Sensor type: CMOS; Sensor format: 1/2" FREE Capture software					
7	Muffle Furnace	Inner Chamber Size: 22x10x10 cm; special fuse for protection of element in case of overheating Temperature maximum 1200-1600° C Working Temp.: 1100-1400° C Micro processor based P.I.D. Digital Temperature Controller, Dual Display one for set point. Rectangular-Horizontal Model outer body mad of thick gauge Mild steel with powder coating Uniform heat distribution through all four sides with kanthal A-1 elements					

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4. Schedule of Rates/ Prices:

SI. No.	Item	Base Rate (INR)	HSN Code	Rate of GST (%)	Value of GST (INR)	Unit Price (INR)	Quantity (nos.)	Total Price (INR)
2	Centrifuge						1 no.	
3	COD Reactor/ Digester						1 no.	
4	Refrigerator						1 no.	
5	Rotary Shaker						1 no.	
6	Compound Microscope with Photographic Attachment						1 no.	
7	Muffle Furnace						1 no.	

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