पूर्वोत्तर पर्वतीय विश्वविद्यालय
जिला: पूर्वी खासी हिल्स, शिलांग - 793022
मेघालय, भारत

North-Eastern Hill University
District: East Khasi Hills, Shillong - 793022
Meghalaya, India

Ref: NEHU/BME/2026/ 455.

Date: 12/11/2026

DEPARTMENT OF BIOMEDICAL ENGINEERING

NOTICE INVITING QUOTATION (NIQ)

Repair and Servicing of Laboratory Equipment

The Department of Biomedical Engineering, North-Eastern Hill University (NEHU), Shillong, invites sealed quotations from eligible and experienced firms, authorised service providers, and competent vendors for the repair, servicing, and maintenance of laboratory equipment installed in the Department, as detailed below.

1. Details of equipment and scope of work

Sl No.	Name of equipment	Nature of work
1	UV-Visible Spectrophotometer (Make: Inkarp instruments)	Inspection, fault diagnosis, repair/replacement of defective components, calibration, and performance verification
2	Lyophiliser (Freeze Dryer) (Make: Labtro)	Inspection, fault diagnosis, repair of vacuum system, refrigeration system, pump, controls, and other defective components, as applicable
3	Double Distillation Unit	Inspection, repair of heating elements, electrical components, condenser, water circulation system, and replacement of defective parts, as applicable
4	Probe sonicator	Inspection, repair and replacement of defective parts, as applicable
5	Electrospinning Machine	Inspection, repair and replacement of defective parts, as applicable
6	Xerox Machine	Inspection, repair and replacement of defective parts, as applicable

Note: The vendor shall inspect each instrument and submit a detailed fault diagnosis and cost estimate, including the cost of spare parts, labour, service charges, and applicable taxes, wherever relevant. Any repair or replacement of parts shall be undertaken only after obtaining approval from the competent authority.

2. Eligibility criteria

Interested firms/vendors should meet the following requirements:

1. Have relevant experience in the repair and maintenance of laboratory/scientific instruments.
2. Submit valid GST registration details, if applicable, PAN, and other relevant business registration documents.
3. Provide details of previous experience in servicing similar equipment, preferably in government institutions, universities, or research laboratories.

3. Terms and conditions

1. The quotation should clearly specify the instrument-wise cost of inspection, repair, labour, spare parts, servicing, and applicable taxes.

2. The vendor shall clearly indicate whether the quoted amount includes transportation, installation, calibration, and on-site service charges.
3. The vendor shall provide a warranty for the repair work and replaced parts, specifying the warranty period.
4. The work shall be carried out only after approval of the quotation by the competent authority of NEHU.
5. The vendor shall ensure that the equipment is restored to satisfactory working condition and submit a service report after completion of the work.
6. Payment shall be made as per applicable University rules, following satisfactory completion of the work and submission of the required documents.
7. NEHU reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason.
8. No advance payment shall be made unless specifically permitted under applicable University rules.

4. Submission of quotation

Interested vendors are requested to submit their quotations in a sealed envelope superscribed:

"Quotation for Repair, Servicing and Maintenance of Laboratory Equipment – Department of Biomedical Engineering, NEHU, Shillong."

The quotation should be addressed to:

The Head of the Department
Department of Biomedical Engineering
North-Eastern Hill University
Shillong, Meghalaya – 793022

Last date for submission: The sealed quotations should be submitted to the undersigned on or before 25th November, 2026

The quotations received within the stipulated period shall be considered in accordance with the applicable University rules and procedures.

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(Head of the Department)
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विभागाध्यक्ष / Head
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