Panbazar, Guwahati-781001, Assam, India uww.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar(a)cottonumiversity.ac.in

## Notice Inviting Bids

" NIB No. CU/S\&P/2020/02 Dated June 17, 2020"

Bids in sealed cover are invited from manufacturers/dealers/suppliers in two-bid (techno-commercial and financial) system with respect to procurement of Gas Chromatograph under DST-SERB funded research project, Department of Environmental Biology and Wildlife Sciences, Cotton University.

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/-, is required to be downloaded from the University's website www.cottonuniversity.ac.in. The sealed cover must be super-scribed as "Procurement of Gas Chromatograph under DST-SERB funded Research Project, Department of Environmental Biology and Wildlife Sciences, Cotton University :: NIB No. CU/S\&P/2020/02 Dated June 17, 2020" and addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam". The sealed cover containing the bid must be submitted during office hours in the Drop-Box arranged for the purpose on or before 3:00 PM of July 08,2020 . Bid opening may be done on the following working day at 11:00 AM which the bidders may attend.
(Prof. Diganta Kumar Das)
Registitargistrar
Cotton University
Panbazar. Guwahati-781001 Assam
Memo No. CU/S\&P/2020/04

Dated

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor
2. The Head, Dept. of Environmental Biology and Wildlife Sciences (EBWS)
3. Dr. Leena Borah, Project Investigator of DST-SERB funded research project, Dept. of EBWS
4. The Finance Officer
5. The Computer Systems Manager; he is requested to arrange for uploading/posting of this notice and the bidding document in the University's website
6. The Director, DIPR, Govt. of Assam; s/he is requested to arrange for publication of the abstract ad (soft copy enclosed) of this notice in one(1) immediate issue of The Times of India, The Assam Tribune as well as Amaar Axom, and submit bill/invoice in triplicate for release of payment
7. The Co-ordinator, NEI ASSAM; he is requested to arrange for posting/uploading/publication of this notice in their website www.dailyassam.com
8. The notice board
9. The office file concerned

(Prof. Diganta Kumar Das)
 Cotton University
Panbazar, Guwahati-7r1no1 Assam

## 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:
i. 'Techno-commercial Bid', consisting of documents, testimonials, etc. pertaining to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as required compliances; and
ii. 'Financial Bid', indicating item-wise base rate(s)/ price(s) for the item(s) 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 bigger sealed envelope clearly super-scribed on the top of the same as "Procurement of Gas Chromatograph under DST-SERB funded Research Project, Department of Environmental Biology and Wildlife Sciences, Cotton University :: NIB No. CU/S\&P/2020/02 Dated June 17, 2020". The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The comparatively 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 July 08,2020.
1.3. There is a processing fee (non-refundable) of INR $\mathbf{5 0 0} /$-, to be deposited through the 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 the 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 necessary processing fee] must 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 shall 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. shall be posted on the University's website only. As such, it is in the bidder's best interest to stay alert regarding such notices.
1.8. All bids received shall be opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation with respect to award of supply contract.
1.9. Evaluation of bids shall be done considering 'turnkey' mode as the parameter of procurement.
1.10. 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.
1.11. 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.

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1.12. The bidder shall have to invariably furnish Earnest Money Deposit (EMD) to the tune of $\mathbf{2 . 5 \%}$ of the total quoted value in the form of Banker's Cheque/ Demand Draft drawn in favour of "Cotton University" and payable at "Guwahati". The EMD of the unsuccessful bidder(s) shall be returned after award of supply contract. The EMD of the successful bidder shall be released on submission of Performance Security money within twenty-one(21) days of placement of Purchase Order (P.O.). Failure to comply with the same may result in termination of the supply contract/ Purchase Order in whole or in part as well as forfeiture of the EMD.
1.13. The Performance Security money, which must be to the tune of $10 \%$ of the total quoted value or order value, shall be retained until expiry of the period of warranty and returned after obtaining certification of clearance from the Project Investigator concerned. In addition, a free service camp may be required to be carried out by the successful bidder/supplier immediately preceding the date of expiry of their warranty period.
1.14. The Performance Security money shall not carry any interest (interest-free) and would be refunded after adjustment of all dues of the University for Damages of any kind, if any.
1.15. Only the sought for information and details are required to be provided with the bidding document. However, if the bidder desires to present additional information, the same may be provided on A-4 size sheet(s) of paper bearing white colour.
1.16. Goods \& Services Tax at concessional rate (i.e. GST @5\%) shall apply to item(s) meant for research purposes in public funded institutions as mandated by the applicable GST Notifications issued from time to time by the Ministry of Finance, Govt. of India.
1.17. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all terms and conditions stated herein. No correspondence, be it verbal or written, shall be entertained in respect of acceptance or rejection of their bid.
1.18. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc. clearly stated in the 'Enclosures-cum-Checklist' section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid shall not be considered, but instead, summarily rejected by the bid opening and evaluation committee.
1.19. The Financial Bid of only the techno-commercially acceptable offer(s) shall be opened for the purpose of evaluation (and ranking). Date and time of Financial Bid opening shall be intimated to the shortlisted bidder(s) separately.
1.20. 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.
1.21. Base rate(s)/ price(s)/ value(s) in the Financial Bid must be quoted in Indian currency, i.e. Indian Rupees (INR) only.
1.22. The bidder shall quote the most competitive base rate(s)/ price(s)/value(s). Quoted price(s) [which is/ are not to be higher than the Maximum Retail Price (MRP) under any circumstances whatsoever, where applicable] 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 bidder themselves.
1.23. The bidder shall clearly state in the bid/ offer if there is any rebate or discount admissible or shall be given to the University on the item(s) quoted.
1.24. In case the bidder quotes zero/ nil/ blank against the respective columns of each item in 'Schedule of Rates', the bid shall be treated as invalid and the bidder shall not be considered the lowest ( $\mathrm{L}_{1}$ ).
1.25. If base rate(s)/ price(s)/ value(s) are quoted in a format other than the one prescribed in the bidding document, then the bid is liable to be cancelled. Wherever applicable, the bidder must clearly specify the base rate(s) and value of GST to be paid extra, failing which their quoted 'price' will be considered as 'base rate' for comparison and evaluation purpose. 'Schedule of Rates' must be carefully and properly filled up. Please note that no corrections and/or alterations in the Financial Bid shall be permitted at a later stage.
1.26. The lowest rate(s)/ price(s)/ value(s) shall be determined based on evaluation of quotes/bids belonging to only the techno-commercially qualified bidder(s). The lowest bidder determined by the University shall be issued Purchase Order or the award of contract. The relevant offer based on the lowest base rate(s)/ price(s)/value(s) or any other rate(s)/ price(s)/value(s) 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 within that time frame and/or failure to communicate its acceptance within that time frame shall automatically result in cancellation of the offer.
1.27. After receiving necessary approval of the University authority, the lowest base rate(s)/ price(s)/ value(s) of the item(s) listed in the Techno-commercial Bid may be kept constant/ fixed/valid for a period ranging from six(6) to twelve(12) months from the date of issue of the first (original) Purchase Order (P.O.). The successful bidder shall deliver the listed item(s) at their approved base rate(s)/ price(s)/ value(s) as and when requirement arises in future.
1.28. The bid shall be rejected if:-
(i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
(ii) 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.
1.29. An offer of Guarantee encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. must be provided by the successful bidder.
1.30. An offer of On-site Comprehensive Warranty for a period of three (3) years or thirty-six (36) months from date of installation and commissioning must be provided by the successful bidder.
1.31. The successful bidder shall deliver the ordered item(s) at the Department of Environmental Biology and Wildlife Sciences (EBWS), Cotton University or any other place/site as instructed by the authorized personnel during or prior to delivery and also collect item(s) for return, if any.
1.32. The necessary on-site delivery and on-site 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 of the University or stakeholder(s) of the bid.
1.33. The successful bidder shall provide prompt after-sales service and associated 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.
1.34. 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.
1.35. The successful bidder shall 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).
1.36. The successful bidder and their representative(s) shall be liable to be dealt with suitably in the event of infringement of any law. Any financial liability arising on the University as principal employer shall be deducted from the bills/invoices of the bidder and if the full amount is not recovered, then the same shall be recovered from the Performance Security money of the bidder.
1.37. 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 and/or supply contract.
1.38. 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 amount due to the bidder including their Performance Security money.
1.39. 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 shall 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.

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1.40. For any deficient services, the University reserves the right to terminate the supply contract and initiate such further penal/ legal action as deemed fit.
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 the EMD and/or Performance Security money shall be forfeited without any claim whatsoever against the University.
1.42. The successful bidder is liable to forfeit their Performance Security money and be barred from future bidding if after receipt of supply contract/ Purchase Order (P.O.), they fail to deliver the item(s) and/or fulfil due obligations with respect to the same.
1.43. 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.
1.44. 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.
1.45. 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.
1.46. No advance payment shall be made to the successful bidder. Payment shall be made only after due scrutiny, verification and endorsement of the same by end user(s)/ authorized personnel who shall necessarily be officer(s)/official(s) designated by the University for the purpose.
1.47. 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 and period of warranty. 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 regarding the contract in question, then the total responsibility will have to be borne by the bidder.
1.48. The bidder has to mandatorily have their own official premises in Guwahati. The University reserves the right to call for any information and record as well as inspect the premises of any or all of the bidders, before as well as during subsistence of the supply contract and warranty period.
1.49. Statutory levies and taxes, as applicable from time to time, shall be deducted at source as TDS 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.
1.50. The University reserves the right to cancel the supply contract/ Purchase Order (P.O.) 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.
1.51. Mere submission of the bid does not confer any right on any eligible bidder for being selected as the successful bidder and to eventually obtain the supply contract/ Purchase Order (P.O.).
1.52. Selection will not ipso facto confer any right on the successful bidder to receive Purchase Order (P.O.) from the University and that the same shall in no way guarantee or ensure allotment of work. The University reserves the right to procure the item(s) from any other supplier/vendor who is not selected as per this or any other bid.
1.53. Neither party to the supply contract shall be responsible for any delay in performance of any terms and conditions herein to the extent that such delay is caused by act of God or any other cause beyond their reasonable control.
1.54. The Registrar, Cotton University or any officer(s)/official(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) 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.
1.55. 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, the 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 shall be intimated by the office.
1.56. 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.

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1.57. The decision of Cotton University on all matters connected with or incidental to selection shall be final and binding on all and shall not be called in question on any ground.
1.58. 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.


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Cotton Univarstity
Panbazar. Guwahati-781001 Asear:

Panbazar, Guwahati-781001, Assam, India

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2. Enclosures-cum-Checklist:

- Documents etc. which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:
i) 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
ii) Earnest Money Deposit (EMD) in the form of Banker's Cheque/ Demand Draft to the tune of 2.5\% of the total quoted value
iii) Copy of bidding document duly sealed and signed by the authorized signatory representing the bidder thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder
iv) A compliance statement on the letterhead of the bidder mentioning University's preferred item specifications vis-à-vis bidder's offered item specifications
v) Copy of manufacturer's Product Brochure indicating details of item(s) offered
vi) Copy of certificate indicating Original Equipment Manufacturer (OEM)/ dealership authorization
vii) Copy of valid/ up-to-date trade license/ registration certificate issued by the competent authority under respective administrative jurisdiction of district/ Union territory
viii) Copy of PAN card
ix) Copy of certificate pertaining to GST registration
x) Copy of document(s) indicating Income Tax Returns (ITR) filing for the Financial Years 2017-18 and 2018-19 [viz. Assessment Years 2018-19 and 2019-20]
xi) Copy of documents/ testimonials [installation report / work completion certificates and invoices] indicating prior work experience of similar nature
- Document(s) etc. which must be placed inside the sub-envelope titled 'Financial Bid' are:
a) Copy of the prescribed format of 'Schedule of Rates' duly filled up in neat and legible handwriting



## 3. Specifications:



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अपमतन कैख्यग

- Radioactive Source: 370 MBq equal to 6310 mCi , Ni or better
- Cell Volume: <350 $\mu$ L or better
- MDL: $<1 \times 10^{-13} \mathrm{gm} / \mathrm{sec}$ Lindane or better
- Sensitivity: $0.1 \mathrm{pg} /$ sec Lindane or better
- Linear Dynamic Range: $>10^{4}$ or better
- Maximum Temperature: $400^{\circ} \mathrm{C}$ or better
- With Interface Card and Connecting Cables
- 32-bit, Multi-channel and Multi-user Software for acquisition and processing of Chromatographic Data
- Operating System: Windows $95,98, \mathrm{Me}, \mathrm{NT}, 2000$, XP, Vista
- Data Acquisition: Independent of other Activities proceeding in Windows
- Data Import: ASCII and AIA built-in Conversion Module
- Export: ASCII, AIA, DBF built-in Conversion Module
- Customized Reports
- Column packed SS HS-Q 80/100 3M 2.OMM ID $1 / 8^{\prime \prime}$ OD GEN CONFIG PRECOND NOC KIT-C or equivalent (Qty -1)
- Column packed SS Porapak Q 80/100 4M 2.0MM ID $1 / 8^{\prime \prime}$ OD or equivalent (Qty -1)
- Column packed SS HS-Q 80/100 1M 2.0MM ID $1 / 8^{\prime \prime}$ OD GEN CONFIG PRECOND NOC KIT-C or equivalent (Qty-1)
- Column packed SS Porapak Q 80/100 1M 2.0 MM ID $1 / 8^{\prime \prime}$ OD or equivalent (Qty-1)

Catalytic Reactor (Methaniser) with Additional Heated Valve Oven

| VII | CO,CO2 into <br> Methane |  |
| :---: | :--- | :--- |
| VIII | Column <br> Switching <br> Valves |  |

- 6 Port Column Switching Valve
- 10 Port Inject \& Back Flush Valve
- Additional Single Mass Flow Controller for Packed Injector
- Sampling Loop 2 ml with Valco Nuts and Ferrules
- Sampling Loop 5 ml with Valco Nuts and Ferrules
- Suitable PC and Printer
- UHP grade Nitrogen, Hydrogen and Zero Air Gases

Pre
Requisites

- Calibration Standards for Methane, Carbon Dioxide and Nitrous Oxide
- Gas Purification Panel for all Gases with Moisture, Hydrocarbon and dedicated Oxygen Filter for Carrier Gas and suitable Lining Setup
- Suitable 5KVA UPS with 30 Min , backup, Batteries and Battery Rack


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4. Schedule of Rates:

| SI. <br> No. <br> [A] | Item $[B]$ | Base Rate (INR) [C] | HSN Code $[D]$ | Rate of GST (\%) | Value of GST (INR) <br> [F] | Unit Price <br> (INR) $[G=C+F]$ | Quantity (nos.) [H] $\qquad$ | Total Price <br> (INR) $[I=G \times H]$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Gas <br> Chromatograph <br> Inclusive of: <br> I. Base Unit <br> II. Oven <br> III. Pneumatic System <br> IV. Detectors <br> V. Software <br> VI. Columns <br> VII. Conversion of $\mathrm{CO}, \mathrm{CO}_{2}$ into Methane <br> VIII. Column Switching Valves <br> IX. Loops <br> X . Pre Requisites |  |  |  |  |  | 1 set |  |

