



West Bengal State University

Berunanpukuria, Malikapur Barasat

24 North Parganas, Kolkata-700126

Phone: (033) 2524 1975/1976/1978/1979 Fax: (033) 2524 1977

NOTICE INVITING e-TENDER

NIT No.: WBSU/24PNR/ETEN/ Chemistry/Lab_Equip/ 2019-20/02

Dated: 28/05/2019

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites Limited E-tender for **“Supply & Installation of Spares of existing Perkin-Elmer India Ltd. instruments for the Dept. of Chemistry, West Bengal State University, Barasat”**.

(Submission of Bid through online only: <http://www.wbtenders.gov.in>)

Sl. No.	Description of Work	Earnest Money (Note: Through Online)	Period of Completion (Maximum)
1	Supply & Installation of Spares of existing Perkin-Elmer India Ltd. instruments for the Dept. of Chemistry, West Bengal State University, Barasat	Rs. 5,000/-	60 Days

Opening and Evaluation of Tender

Office of the Registrar
West Bengal State University
Berunanpukuria, Malikapur, Barasat
24 North Parganas, Kolkata-700126

1) General Terms and Condition:

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 2) A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.
- 3) **Login by bidder:**
 - a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
 - b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.
- 4) Necessary Earnest Money deposit may be remitted through Online in favor of the “**West Bengal State University**” payable at ‘**Barasat**’. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of EMD Payment challan copy (Hard Copy), other submitted documents through online (Hard Copy) and other documents as per NIT should be submitted, at least before the date of opening of the bid, failing which, the submission will be treated as cancelled.
- 5) Both Technical bid and Financial bid are to be submitted duly digitally signed in the website <http://wbtenders.gov.in>. Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated. **The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website <http://wbtenders.gov.in>.**
- 6) There will be no Provision of Arbitration in this contract.
- 7) The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit the concerned University Office and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting e-Tender, the cost of visiting the site shall be at the Bidder’s own expense.
- 8) If the bidder is found to have applied severally in a single job, all of his/ their bids will be considered as nonresponsive for that job, without assigning any reason thereof.
- 9) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University.
- 10) No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
- 11) In the event of multiple lowest rate submitted by the bidders, University’s discretion will prevail.
- 12) **The University reserves the right to cancel tender at any stage of the tender process due to unavoidable circumstances and no claim in this respect will be entertained.**
- 13) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and the application will be outrightly rejected without any prejudice and forfeiture of earnest money.

- 14) List of “Technically Qualified Bidders” will be published in the web portal only.
- 15) Before issuance of the work order, the tender inviting authority will verify the credential & other documents in original of the lowest tenderer.
- 16) The competent authority of the West Bengal State University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for the concerned job. The West Bengal State University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.
- 17) Submission of tender submitted by Telex/Fax/Telegraph is not acceptable. Incomplete tenders, i.e. illegible and /or submitted with qualifications with condition at variance with the terms and conditions of the tender, i.e. combined offer/conditional offer/ counter offer are liable to be rejected.

2) Eligibility & Essential Credentials for participation in the Tender

- i) Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. Undertaking Organizations, Govt. Enterprises etc. who have successfully completed the work of similar nature having value not less than 40% of the Total Quoted Cost of work, put to tender in a single contract during last 3(three) financial years are only eligible to participate in the tender. Must produce the credential & accordingly submit through online only.
- ii) **Credential to proof their satisfactory past services in reputed organization.**
- iii) Contractors/ Tenderer having **Valid Trade License, Professional Tax** clearance certificates, **GST** Registration Certificate, **PAN** Card should be furnished along with the Technical Bid Documents.
- iv) **Income Tax Acknowledgement** Receipt for the last three(03) financial years, **P.T. Deposit Challan** for the last three(03) financial years, i.e., 2015-2016/2016-2017/2017-2018 should be furnished along with the Technical Bid Documents.
- v) **Annual report and Balance Sheet for the last three financial years.**
- vi) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.
- vii) Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.

3) Detailed Description of Work:

- I. **TOOTH BELT 120Z.6T2/240**
- II. **Tungsten Halogen Lamp Assembly**
(Compatible with Lambda Spectrometers, Prefocused and prealigned. Adapter may be required for older models of Lambda 5/7 and 9.)
- III. **ELP UV Lamp Complete** (Compatible with Lambda Spectrometers)
- IV. **FILTER WHEEL GLUED L20-40P**
- V. **Source Assembly for LS30/40/50**
Replacement Pulsed Xenon Source for LS-45 and LS-55 (can also be used with the LS30, LS40, LC240 and LS50/50B instruments)
- VI. **Festoon Lamp LS2 12V/3W**
Replacement Festoon bulb for LS-45 and LS-55 (can also be used with the LS30, LS40, LC240 and LS50/50B instruments)
- VII. **STEPPER MOTOR**
- VIII. **STEPPER MOTOR RDM 37/6**
- IX. **Spectrum 2 KBr Windows Kit**
- X. **Spectrum 2 Desiccant Replacement Kit**
- XI. **SP2 Source Replacement Kit**

Terms & Conditions:

The rates must be of all inclusive taxes in total as cost to the University, Considering following functions:

- A. Delivery: The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within 06 weeks of the issue of purchase order unless otherwise prescribed. If the bidder fails to deliver and place any or all the Equipment's or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
- B. (a) Installation is to be carried out by the Consignor, at their own cost.
(b) Maintenance & Support during warranty period to be borne by the Consignor.
(c) The OEM / OEM authorized bidder must have Support service Center with manpower in Kolkata / West Bengal. So that any support must be attended within one (01) day. List of Technical staff with Qualifications & Experience should be submitted with the bid.
- C. University will provide exemption certificates, if required. University enjoys concessions in Taxes, duties for purchase of Equipment under DSIR Registration.

4) List of documents to be submitted with the application (as applicable):

- a. The Tenderer should be a registered company under prevailing rules and will provide essential registration numbers like GST, PAN, Valid Trade License, P.Tax etc.
- b. The Tenderer should submit Income Tax Acknowledgement Receipt for the last three (03) financial years (i.e., 2015-2016/2016-2017/2017-2018).
- c. The Tenderer should submit the certified copies of their company Balance Sheet and Profit & Loss Account duly audited for the last 3 financial years (i.e. 2015-2016/2016-2017/2017-2018).

Note: University may ask the tenderer to submit any other certificate/document as it may deem fit.

Necessary mentioned credentials with supporting documents of the same must be uploaded and also submitted Hardcopy of the same with the Technical Bid Documents and submitted at the Office of the Registrar, West Bengal State University.

The credentials not supported by valid documents will not be considered at the time of decision making. Acceptance of the lowest quoted rate is not mandatory. The University authority reserves the right to select the Tenderer based on proven credentials.

5) Submission of Bids:

Technical Bid & Financial Bids are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

6) Bid Validity:

Bids shall remain valid for a period not less than 90 days (Ninety) from the last date of submission of Financial Bid / Sealed Bid/ Opening of the Tender.

7) Qualification Criteria:

The Tender Inviting & Accepting Authority through a 'Purchase & Tender Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum Criteria regarding:-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed format (Annexure-A) in company Letter Head. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.

The Purchase and Tender Committee, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon'ble Vice Chancellor, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 also reserves the right to withdraw or reject the tender as a whole without assigning any reason whatsoever.

8) Date & Time Schedule:

Sl. No.	Particulars	Date	Time
1	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	28/05/2019	04:00 P.M.
2	Documents download/sale start date (Online)	28/05/2019	04:30 P.M.
3	Documents download/sale end date (Online)	11/06/2019	06:00 P.M.
4	Bid submission start date (Online)	29/05/2019	10:00 A.M.
5	Bid Submission closing (Online)	11/06/2019	06:00 P.M.
6	Last Date of submission of original copies for the Copies of EMD Payment(Hardcopy), Technical Detailed Specifications (Hardcopy), Technical Bid Documents (Hardcopy) & other necessary sufficient documents as per Online Submission (Hardcopy)	13/06/2019	Upto 03:00 P.M.
7	Bid opening date for Technical Proposals (Online)	14/06/2019	12:00 Noon
8	Date of uploading list for Technically Qualified Bidder(online)	To be Notified after evaluation of Technical Proposal	
9	Date for opening of Financial Proposal (Online)	To be Notified after evaluation of Technical Proposal	

- I. WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 RESERVES THE RIGHT TO CHANGE THE ABOVE DATE & TIME SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE.
- II. Opening of the financial bid as per schedule may be subject to change due to administrative exigencies. No objections in this respect will be entertained raised by any bidder who will be present during opening of bid or from any bidder who will be absent at the time of opening of the Financial bid. No informal tenderer will be entertained in the bid further.
- III. During the scrutiny, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.

9) Instruction to Bidder:

A. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

B. Registration of Vendor

Any Vendor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> the vendor is to click on the link for e-Tendering site as given on the web portal.

C. Digital Signature certificate (DSC)

Each vendor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token. Bid may be treated as non-responsive if name of the company/ Tenderer differs from DSC to any of the submitted documents.

D. Submission of Tenders

General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the Tenderer of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or Tenderer, invariably upload a copy of registered power of attorney showing clear authorization in his favour.

E. Tenders Documents Details:**Others important Documents or My Document**

Sl. No.	Category Name	Detail(s)
1.	Certificate(s)	GST Registration Certificate & Acknowledgement, PAN, P Tax (Challan) (current financial year), Latest IT Receipt.
2.	Company Detail	Proprietorship Tenderer (Trade License), Partnership Tenderer (Partnership Deed, Trade License), Ltd. Company(Incorporation Certificate, Trade License), Valid Trade License
3.	Credential	Similar types of work.
4.	Financial Info	Tax Audited Report last 3 (Three) years (year just preceding the current Financial Year)

Statutory Cover containing the following documents**E.1 Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

- i. Scan copy of Annexure-A
- ii. FORM I, II

E.2 Financial proposal

The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ), the vendor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Note- The original part of online submission of copies of EMD Payment(Hardcopy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted at the Office of the Registrar, West Bengal State University, at least before the date of opening of the bid, falling which, the submission will treated as cancelled.

F. Non-statutory Cover containing the following documents :

- A) GST Registration Certificate & Acknowledgement, PAN, P Tax (Challan) (current financial year), Latest IT Receipt.
- B) Job Credential.
- C) Company Details.
- D) Payment Certificate.
- E) Power of Attorney (For Partnership Tenderer / Private Limited Company, if any)

N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

G. Rejection of Bid:

The Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

H. Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

I. There shall be no provision of Arbitration.

J. Conditional / Incomplete tender submissions will be treated as non responsive.

K. In case of quoting rates, no multiple lowest rate will be entertained. Rates to be quoted both in number & words. No adjustment in price or price as collation of any kind will be allowed for the works included in this N.I.e.T.

FORM – I

PRE-QUALIFICATION APPLICATION

To
The Registrar(Officiating)
West Bengal State University
Berunanpukuria, Malikapur
Barasat, Kolkata-700126

Ref: Tender for
(Name of Work).....
.....

N.I.e.T. No. :
.....

Having examined the Statutory, Non-statutory & N.I.e.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf ofin the capacity..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Tenderers for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason

Enclosure(s): e-Filling:-

- a) Statutory Documents.
- b) Non Statutory Documents.

Date:

.....
Signature of applicant including title

FORM – II

BRIEF PROFILE OF THE TENDRER

Sl. No.	Description	Details	
1	Name of the Applicant (In Block Letters)		
2	Registered Office Address (with telephone no. & email address)		
3	PAN No.		
	GST No.		
	Registration No. / Trade License No. (if any)		
4	Website if any		
5	Annual Business turnover for last three years duly certificate by the auditor.	FY 2015-2016	= INR
		FY 2016-2017	= INR
		FY 2017-2018	= INR
6	Address of Kolkata Office (with telephone no. & email address)		
7	Status of the organization (Proprietary/Partnership/Pvt. Ltd. /Public Ltd. Company)		
8	Name of the Directors/Partner/Proprietor		
9	Name of the Representative(s) indicating Designation who would be calling and attending to our work (designation, email id and mobile phone number)		
10	Name of the Banker with full address		
11	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the company and brief details of litigation		
12	Any other information		

.....
Signature of applicant including title and seal

Annexure-A**To be furnished in company Letter Head**

NIT No.: WBSU/24PNR/ETEN/ Chemistry/Lab_Equip./ 2019-20/02

Dated: 27/05/2019

DECLARATION BY TENDERER

Title of the Work: Supply & Installation of Spares of existing Perkin-Elmer India Ltd. instruments for the Dept. of Chemistry, West Bengal State University, Barasat.

I/We have inspected the place of work and have made myself/ourselves fully acquainted with local conditions in and around the place of work. I/We have carefully gone through the "Notice Inviting Tenders" and others tender documents mentioned therein. I/We have also carefully gone through the all terms and conditions mentioned by the university. My /Our tender is offered taking due consideration of all factors, and if the same be accepted. I/We promise to abide by the stipulation of the contract documents and carry out and complete the work to the satisfaction of the University.

I/we undertake to communicate promptly to West Bengal State University any changes in the conditions or working of the firm.

Postal address : -----

Name of the Tenderer : -----

Mobile Number : -----

E-mail ID : -----

Signature with Rubber Stamp of the bidder

Tenderer : -----

Seal : -----

Date : -----

Copy forwarded to the: -

- i) The Sabhadhipati 24 North Parganas Zilla Parishad.**
- ii) The D.M 24 North Parganas.**
- iii) The District Information officer 24 North Parganas.**
- iv) The Divisional Account Officer 24 North Parganas.**
- v) Vice-Chancellor's Secretariat, W.B.S.U.**
- vi) The O.S.D. (Administration), in-charge of the Office of the Controller of Examinations, W.B.S.U.**
- vii) The Finance Officer, W.B.S.U.**
- viii) The University Engineer, W.B.S.U.**
- ix) The Deputy Registrar, W.B.S.U.**
- x) Registrar's Department, Guard File, W.B.S.U.**
- xi) University Website.**
- xii) University Notice Board.**

**Sd/
Registrar(Officiating)
West Bengal State University
Berunanpukuria, Malikapur Barasat
24 North Parganas, Kolkata-700126**