



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/Reg/ETEN/ Zoology/FACS-CMC/2020-21

Dated:15.02.2021

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites “e-Tender for ‘Maintenance Contract (CMC)’ of the following Laboratory Instrument specified in the Department of Zoology, WBSU, Barasat”.

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

Sl. No.	Description of Equipment / Job	Quantity/ Contract for	Period of Completion
1	Comprehensive Annual Maintenance contract for BD FACS Verse (<i>Serial no. Z6511550505; Laser and 8 Colour Configuration</i>) procured and installed on 27th May, 2016 in Department of Zoology, West Bengal State University, Barasat, North 24 Parganas).	3 Years	

Opening and Evaluation of Tender

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 North Parganas, Pin-700126, West Bengal.

****Earnest Money NEED NOT TO BE DEPOSITED**

Note:-

- 1) West Bengal State University, Barasat GST: 19AAAJW0148B1DK; DSIR Ref. TU/V/RG-CDE (1165)/2019, dated 10.10.2019 and GST are paid as per the Notice from Ministry of Finance, Govt. of India vide Notification No: 47/2017- Integrated Tax (Rate) dated: New Delhi, the 14th November, 2017.
- 2) Must have the potentially to handle the job and should submit the certificate to prove that the company/vendor/concern is regularly maintaining the above said instrument (brand/company) in other academic/research institutes in West Bengal/India since last 10 years
- 3) The person/company/vendor/concern who will service the instrument should have technical training certificate issued by manufacture.

2) General Terms and Condition:

- A. 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.
- B. A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal <http://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.

C. 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.

- D. 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](http://wbtenders.gov.in), 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. The EMD will be refunded only after the issue of the final supply order and fully satisfied by the University.
- E. 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>.**
- F. There will be no Provision of Arbitration in this contract.
- G. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings 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 Tender, the cost of visiting the site shall be at the Bidder’s own expense.
- H. A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If 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.
- I. 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 Department.
- J. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
- K. In the event of acceptance of lowest tendered rate no multiple lowest rate will be considered by the University.
- L. The University reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- M. During scrutiny, if it is come to the notice to 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 that application will be out rightly rejected without any prejudice with forfeiture of earnest money.

- N. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary.
- O. 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.
- P. 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.

3) Eligibility criteria for participation in the tender.

1. 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 30% 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.
2. Tenderers having valid Trade License, PAN card, GST registration Certificate & Professional Tax challan, Service Tax Registration Certificate (if available) are to be accompanied with the Technical Bid Documents.
3. Income Tax Acknowledgement Receipt for the latest Assessment year, IT return for the year 2016-2017/2017-2018/2018-2019 is to be accompanied with the Technical Bid Documents.
4. 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.
5. No mobilisation advance and secured advance will be allowed.
6. Joint Ventures will not be allowed.
7. Average annual turnover during last three years shall not be less than 30% of the estimated cost. Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.

4) Submission of Bids:

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

5) 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.

6) Detailed Specification:

General instructions applied to all Instruments:

1. The final selection will be done on the basis of both quality and indexed prices.
2. The procurement of the instruments is subjected to the availability of funds.
3. The service of the instrument providers will be considered seriously.
4. The price of the instruments should be considered on the basis of the DSIR recognized institute.
5. Price should be submitted in foreign currency to avail the concessional custom duty when applicable.
6. Package price (if less than the individual price) will also be entertained.
7. Quotations must be addressed to The Registrar, West Bengal State University, Barasat, 24 PGS (N), Pin-700126 (with kind attention: Head, Dept. of Zoology, WBSU)
8. Hardcopy of the quotations also needs to be submitted in the Dept. of Zoology.
9. All quotations should be valid for 12 months.

Technical Specifications/Requirements

Comprehensive Annual Maintenance (CMC) contract for BD FACS Verse (*Serial no. Z6511550505; Laser and 8 Colour Configuration*) procured and installed on 27th May, 2016 in Department of Zoology, West Bengal State University, Barasat, North 24 Parganas): Contract time for 3 years.

1. Instrument Preventive Service must be two visits per year.
2. Breakdown visit must be throughout the year immediately when required.
3. Cost associated with service engineer visit such as travel, stay, labour, etc are included.
4. Spare replacement including all the services or items normally expected or required during breakdown of the instrument must be inclusive in the CMC and immediate replacement need to be carried when required including Laser, Preventive Maintenance Kits, Capillaries, Filters or ANY SPARES (if not mentioned here) for proper/perfect functioning of instrument.

7) Qualification Criteria:

The Tender Inviting & Accepting Authority 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 affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with 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:

Particulars	Date	Time
1.Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	15.02.2021	06:00 P.M.
2. Documents download/sale start date (Online)	16.02.2021	02:00 P.M.
3. Documents download/sale end date (Online)	09.03.2021	06:00 P.M.
4. Bid submission start date (Online)	16.02.2021	02:00 P.M.
5. Last Date of submission of original copies for the Copy of Earnest money deposit Payment(Hardcopy) & Technical Detailed Specifications (Hardcopy) & necessary sufficient documents as per Online Submission (Hardcopy)	09.03.2021	03:00 P.M.
6. Bid Submission closing (Online)	09.03.2021	06:00 P.M.
7. Bid opening date for Technical Proposals (Online)	12.03.2021	03:00 P.M.
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) **General Terms and Condition:**

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's DSC is given as a USB e-Token.

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 firm 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 firm, 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 Details	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License), Valid Trade License
3.	Credential	Similar nature of work completion certificate.
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
- iii. Scan copy of Proprietary Certificate.
- iv. Other Terms & Conditions

E.2 Financial proposal

The financial proposal should contain the following documents in one cover(folder) i.e. Bill of Quantities (BOQ), the contractor 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 Technical Specification (Hard Copy) and other submitted documents (Hard Copy) should be submitted, at least before the date of opening of the bid, falling which, the submission will treated as cancelled. Also submitted the Commercial Terms & Conditions for the quoted items.

F. Non-statutory Cover containing the following documents :

- i. GST Registration Certificate & Acknowledgement, PAN, P Tax (Challan) (current financial year), Latest IT Receipt.
- ii. Job Credential.
- iii. Company Details.
- iv. Payment Certificate.
- v. Power of Attorney (For Partnership Firm / 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

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 2016-2017	= INR
		FY 2017-2018	= INR
		FY 2018-2019	= 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.:

DECLARATION BY TENDERER

Title of the Work:

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 for necessary action, to: -

1. The Sabhadhipati, 24 North Parganas Zilla Parishad.
2. The D.M., 24 North Parganas.
3. The District Information Officer, 24 North Parganas.
4. The Divisional Account Officer, 24 North Parganas.
5. Vice-Chancellor's Secretariat, W.B.S.U.
6. The O.S.D. (Administration), in-charge of the Office of the Controller of Examinations, W.B.S.U.
7. The Finance Officer, W.B.S.U.
8. The University Engineer, W.B.S.U.
9. The Deputy Registrar, W.B.S.U.
10. Registrar's Department, Guard File, W.B.S.U.
11. University Website.
12. University Notice Board.

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