



# West Bengal State University

Berunanpukuria, MalikapurBarasat

24 North Parganas, Kolkata-700126

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

## **NOTICE INVITING e-TENDER**

NIT No. : WBSU/Reg/LS/FACS-CMC/21-22/03

Dated:- 10.02.2022

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites “e-Tender for the Purchase of following laboratory instruments for the creation of Central Instrument Facility-Life Science, in West Bengal State University, 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       | Spectrophotometer UV –Vis double beam (Foreign make) | NA                     | NA                   |
| 2       | ELISA washer(Foreign make)                           | NA                     | NA                   |
| 3       | Bench-top Freeze-Dryer – Lyophilizer (Foreign make)  | NA                     | NA                   |
| 4       | Electroporator(Foreign make)                         | NA                     | NA                   |

### **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 14<sup>th</sup> 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 submitted documents through online (Hard Copy) and other documents as per NIT should be submitted, as per mentioned date, failing which, the submission will treated as cancelled.
- 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 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.

**10. The vendors should take responsibility of shifting instrument either in the separate building of the WBSU campus or any GoWB institution, if required in emergency and reinstallation back in the WBSU campus.**

**Technical Specifications/Requirements**

| Sl. No | Instrument  | Quantity |
|--------|---|----------|
| 1.     | <p><b>Technical Specifications Spectrophotometer UV –Vis double beam (Foreign make)</b></p> <ul style="list-style-type: none"> <li>▪ Microprocessor based UV-VIS Spectrophotometer with high resolution touchscreen display, for operation on 220V / 50Hz.</li> <li>▪ Stand-alone operation as well as complete control through PC with PC software supplied as standard.</li> <li>▪ True double beam optics with aberration corrected concave blazed holographic grating in Czerny – Turner mounting for high energy throughput and high quality monochromatic light</li> <li>▪ Wide wavelength range of 1,100 nm to 190 nm</li> <li>▪ Minimum Resolution should be 1 nm or better</li> <li>▪ Wavelength setting and display in steps of 0.1nm</li> <li>▪ Wavelength accuracy of <math>\pm 0.1\text{nm} / \pm 0.50\text{ nm}</math> for 190 to 1100 nm or better.</li> <li>▪ Wavelength repeatability of <math>\pm 0.1\text{nm}</math> or better</li> <li>▪ Wavelength Slew rate: approx. minimum 29,000 nm/min or better</li> <li>▪ Variable wavelength scanning speed: Not less than <math>\geq 3,000\text{ nm/min}</math></li> <li>▪ Ultra low stray light of <math>&lt;0.02\%T</math> at 220nm with NaI filter</li> <li>▪ Wide Photometric range of -4 to +4 Abs and 0 to 400 %T</li> <li>▪ High Photometric Accuracy of <math>\pm 0.002\text{ Abs}</math> at 0.5 Abs</li> <li>▪ High Photometric Repeatability of Less than <math>\pm 0.0002\text{ Abs}</math> at 0.5 Abs</li> <li>▪ Baseline stability: <math>&lt; 0.0003\text{ Abs/Hr}</math> (700 nm, one hour after light source turned ON)</li> <li>▪ Ultra low Photometric noise of <math>&lt; 0.00005\text{ Abs}</math> (700 nm)</li> <li>▪ Dual source – high intensity Tungsten-Halogen and Deuterium lamp with automatic changeover</li> <li>▪ High sensitivity matched pair Silicon Photodiode detector</li> <li>▪ 4 USB ports or more for high speed PC and printer connectivity, data storage and transfer through USB pen drive</li> <li>▪ Guaranteed compliance with all Pharmacopoeia requirements</li> <li>▪ Built in validation program, diagnostic and security functions</li> <li>▪ The instrument should provide network access via wireless connectivity. Data can be transferred to a PC via a network</li> <li>▪ The instrument should have provision for Bar code reader and key board entry function: sample names and numerical values can be entered by a bar-code reader or from the keyboard</li> <li>▪ The instrument should have Sleep mode and wake up function: Analysis can start the instant the user arrives at the laboratory. The instrument should require no time to warm up.</li> <li>▪ All operational modes as standard – Photometric; Spectrum; Quantitation; Kinetics, Time Scan, DNA and Protein Quantitation in stand-alone and PC mode. Additionally Multi-Component measurement available in stand-alone mode.</li> <li>▪ Large sample compartment compatible with wide range of accessories.</li> <li>▪ Instrument should be supplied with compatible Quartz cuvette of 1 ml capacity (1 pair) and/or 0.5 ml capacity (1 pair) and/or 0.1 ml capacity (1 pair) and/or 0.05 ml capacity (1 pair).</li> </ul> <p><b>Software:</b><br/>Must have standard instrument control software including: wavelength</p> | 1        |

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|----|---|---|
|    | <p>scanning, single and multiple fixed wavelengths, wavelength ratios, quantitative analysis and kinetics.</p> <p>~ software should be capable of straightforward nucleic acid concentration and purity measurements</p> <p>~ It should also be able to Quantify label concentrations for both nucleic acids and proteins</p> <p>~ Software should have the capability of Built-in colorimetric protein concentration methods streamline assays</p> <p>~ Software must have Oligo Calculator tool integrates into concentration calculations and provides UV parameters and melting points</p> <p>➤ <b><u>One compatible branded Desktop and Online UPS should be provided (for minimum 30 minutes backup).</u></b></p> <p>➤ <b><u>Warranty (both on every spares and service): Not less than 60 months from the date of installation or 63 months from the date of shipment, whichever is earlier.</u></b></p>   |   |
| 2. | <p><b>Technical Specifications for ELISA WASHER / MICROPLATE WASHER (Foreign make)</b></p> <p>1. Should have capability to wash 96 well micro plates and have 1x 8 way wash head</p> <p>3. Should have programmable washing time, volume and soaking time.</p> <p>4. Should use non-pressurized bottles to minimize the risk of spillage and also choice for user to substitute bottles with general labware bottles.</p> <p>5. Should provide two 2 liter wash bottles &amp; one 4 liter waste bottle.</p> <p>6. Should provide aerosol cover to prevent aerosols of infectious diseases from spreading.</p> <p>7. Should have residual volume less than 1.5 µl.</p> <p>8. Dispensing volume should be 50 – 400 µl for 96 well.</p> <p>9. Should have a USB port for easy data transfer.</p> <p>10. Should have large color screen for easy set-up of wash protocols.</p> <p>11. Should have the liquid level sensors in both the wash and waste bottles to guarantee safe performance.</p> <p>12. Should have plate sensor to recognize if a plate is present or not.</p> <p>13. After using the instrument, the automatic rinse feature can be set to operate in a specified time sequence to ensure that the liquid channels do not get clogged.</p> <p>14. Instrument should be either CE mark /IVD / FDA or Europe regulations, authorized certificate from notified body should be submitted.</p> <p>➤ <b><u>Online UPS should be provided (for minimum 30 minutes backup)</u></b></p> <p>➤ <b><u>Warranty (both on every spares and service): 60 months from the date of installation or 63 months from the date of shipment, whichever is earlier.</u></b></p> | 1 |
| 3. | <p><b>Technical Specifications for Bench-top Freeze-Dryer – Lyophilizer (Foreign make)</b></p> <p>The basic freeze-dryer is a table-top unit housing with an air-cooled compressor and a condenser made of corrosion-resistant stainless steel. The basic model consists of 4-ports manifolds, with valve assembly. It is suitable for the freeze-drying of products in flasks, ampoules, vials etc.. It is equipped with a microprocessor-controlled operating module with a large LCD display which monitors and controls the entire freeze drying process automatically. The equipment is easy to use and low in maintenance costs.</p> <p>1. True color touch-screen LCD to display freeze-drying curve</p> <p>2. Total freeze drying process control by LCD touch-screen</p>   | 1 |

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|    | <ol style="list-style-type: none"> <li>3. Built-in micro flash drive to store hundreds of lyophilized data</li> <li>4. Condenser Temperature: -50 °C or better</li> <li>5. Ice capacity per 24 hours: 3 Kg/24 hrs or higher</li> <li>6. Total Ice Capacity: 1.5 liter or higher</li> <li>7. Large opening cold trap without cooling coil inside</li> <li>8. Compressor: 550W</li> <li>9. Air cooled refrigeration system: Hermetically sealed, ozone friendly refrigerant</li> <li>10. Pre-freezing function</li> <li>11. Corrosion proof, easily cleanable stainless steel condenser</li> <li>12. Fitted with 4 ports manifold with 4 complete Fast-Freeze Flask flask including flask top adaptor.</li> <li>13. Vacuum pump connected internally.</li> <li>14. Gas purging capacity: 160 liter/min. or higher</li> <li>15. Small foot-print, convenient operation</li> <li>16. Valve with nitrogen gas purging</li> <li>17. Additional spare of one 4 ports manifold including the 8 complete Fast-Freeze Flask including flask top adaptor need to be supplied.</li> </ol> <p>Vacuum Pump:</p> <ol style="list-style-type: none"> <li>1. Double stage oil-sealed Rotary vacuum pump</li> <li>2. Vacuum Capacity: 165 liter/min.</li> <li>3. Ultimate vacuum: 0.5 Pa</li> <li>4. Should come along with Oil filter and moisture trap</li> </ol> <p>➤ <b><u>Instrument should be supplied with appropriate online UPS (minimum back up 1 hour).</u></b></p> <p>➤ <b><u>Warranty on – Lyophilizer&amp; Vacuum Pump (both for every spares and service): Not less than 60 months from the date of installation or 63 months from the date of shipment, whichever is earlier.</u></b></p>  |   |
| 4. | <p><b>Technical Specifications For Electroporator(Foreign make)</b></p> <ol style="list-style-type: none"> <li>1. Versatile and modular Electroporator for reproducible transformation of Eukaryotic and Prokaryotic cells (Mammalian, bacterial, yeast &amp; microorganisms.)</li> <li>2. Should have both Square wave and exponential decay wave functions for better transformation rate and flexibility of use.</li> <li>3. Simple one button pulse delivery, attached cuvette chamber &amp; rapid charge time speed-sample handling.</li> <li>4. Should have Pulsetraccircuitary for Arc Quenching thereby maximizing viability of cells.</li> <li>5. Should have Preset Optimized programs for common bacterial, fungal and mammalian cell lines</li> <li>6. Output: 10-3000 Volts range with 10V precision</li> <li>7. 25 to 3275 uF Capacitance with minimum increments of 10uF.</li> <li>8. Resistance: 50 – 1000 Ohm with minimum increments of 50 ohm</li> <li>9. Square wave timings: 10-500V, 0.05 to 10ms duration</li> <li>10. Compact space saving design.</li> <li>11. Display of Time constant &amp; Actual Voltage delivered</li> <li>12. Should come with minimum 5 cuvettes each of 0.4cm, 0.2cm &amp; 0.1cm Cuvettes.</li> <li>13. Should have Preset Optimized programs for common bacterial, fungal and mammalian cell lines.</li> <li>14. Should have an inbuilt storage of more than 100 programs.</li> <li>15. Should save a pulse parameter and results of previous 100 experiments.</li> <li>16. System should have preset protocols for minimum 10 Mammalian Cell Lines, 5 Bacterial and 5 Fungal strains.</li> </ol> <p>➤ <b><u>Instrument should be supplied with appropriate online UPS (minimum back up 30 minutes).</u></b></p> | 1 |

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|  | ➤ <b><u>Warranty (both on every spares and service): Not less than 60 months from the date of installation or 63 months from the date of shipment, whichever is earlier.</u></b> |  |
|--|--|--|

### 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              |
|---|--|-------------------|
| <b>1.Date of uploading of N.I.T. &amp; other Documents(online) (Publishing Date)</b>  | <b>10.02.2022</b>  | <b>05:00 P.M.</b> |
| <b>2. Documents download/sale start date (Online)</b>   | <b>11.02.2022</b>  | <b>11.00 A.M.</b> |
| <b>3. Documents download/sale end date (Online)</b>   | <b>03.03.2022</b>  | <b>05:00 P.M.</b> |
| <b>4. Bid submission start date (Online)</b>  | <b>11.02.2022</b>  | <b>11.00 A.M.</b> |
| <b>5. Last Date of submission Technical Detailed Specifications (Hardcopy) &amp; necessary sufficient documents as per Online Submission (Hardcopy)</b> | <b>03.03.2022</b>  | <b>05:00 P.M.</b> |
| <b>6. Bid Submission closing (Online)</b>   | <b>03.03.2022</b>  | <b>05:00 P.M.</b> |
| <b>7. Bid opening date for Technical Proposals (Online)</b>   | <b>08.03.2022</b>  | <b>11.00 A.M.</b> |
| <b>8. Date of uploading list for Technically Qualified Bidder(online)</b>   | <b>To be Notified after evaluation of Technical Proposal</b> |                   |
| <b>9. Date for opening of Financial Proposal (Online)</b>   | <b>To be Notified after evaluation of Technical Proposal</b> |                   |

- 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**

| <b>Sl. No</b> | <b>Category Name</b>   | <b>Detail(s)</b>  |
|---------------|------------------------|---|
| <b>1.</b>     | <b>Certificate(s)</b>  | GST Registration Certificate & Acknowledgement, PAN, P Tax (Challan) (current financial year), Latest IT Receipt  |
| <b>2.</b>     | <b>Company Details</b> | Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License), Valid Trade License |
| <b>3.</b>     | <b>Credential</b>      | Similar nature of work completion certificate.  |
| <b>4.</b>     | <b>Financial Info</b>  | 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.

## **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. \_\_\_\_\_ :

.....  
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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 of .....in 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**

| <b>Sl. No.</b> | <b>Description</b>   | <b>Details</b> |       |
|----------------|--|----------------|-------|
| 1              | Name of the Applicant<br>(In Block Letters)  |                |       |
| 2              | Registered Office Address (with<br>telephone no. & email address)  |                |       |
| 3              | PAN No.  |                |       |
|                | GST No.  |                |       |
|                | Registration No. / Trade License No. (if<br>any)   |                |       |
| 4              | Website if any   |                |       |
| 5              | Annual Business turnover for last three<br>years duly certificate by the auditor.  | FY 2016-2017   | = INR |
|                |  | FY 2017-2018   | = INR |
|                |  | FY 2018-2019   | = INR |
| 6              | Address of Kolkata Office (with<br>telephone no. & email address)  |                |       |
| 7              | Status of the organization<br>(Proprietary/Partnership/Pvt. Ltd. /Public<br>Ltd. Company)  |                |       |
| 8              | Name of the Directors/Partner/Proprietor   |                |       |
| 9              | Name of the Representative(s) indicating<br>Designation who would be calling and<br>attending to our work (designation, email<br>id and mobile phone number)             |                |       |
| 10             | Name of the Banker with full address   |                |       |
| 11             | Whether the Agency faced any litigation<br>with any organization earlier, if yes,<br>kindly furnish the same with name of the<br>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**