



# 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/21-22/04

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 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	Multimode Microplate Reader (foreign make)	NA	NA
2	Cryogenic Freezer (-150° C) (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 be 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 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 2016-2017/2017-2018/2018-2019is 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 data-bbox="284 203 1248 286"><b>Technical Specifications for Multimode Microplate Reader (foreign make)</b></p> <ol data-bbox="284 331 1248 1505" style="list-style-type: none"> <li>The instrument should be a spectral scanning multimode microplate reader capable of doing photometry, Fluorometric Intensity, Luminescence and upgradable to new features like hTRF, AlphaScreen and AlphaLISA.</li> <li>All specifications of the system should be tested and guaranteed. The specification should not be typical or relative values.</li> <li>Auto Gain facility should be available, not the default setting in software. Instrument should automatically calibrate results with different gain settings to obtain single consistent measurement range.</li> <li>If asked for demonstration, demo unit should be made available to check the performance of the instrument for our assays.</li> <li>Dynamic range for the fluorescence and luminescence should be mentioned and approximately it should be more than 6 to 7 decades.</li> <li>The quoted instrument should have option for field upgradation of dispensers for flash luminescence assays.</li> <li>Onboard Incubator and shaker should be available. Incubation temperature should be upto 45<sup>o</sup>C and Orbital shaker with adjustable speed and diameter.</li> <li>The unit should have an integrated gas module with integrated software control both for instrument and gas module, for atmospheric control of CO<sub>2</sub> and O<sub>2</sub> for cell based assays. No separate external attachment.</li> <li>System should be supplied with Analysis software with unlimited user license.</li> <li>Software should have option for area selection. i. e different protocols at different area of the same plate.</li> <li>Spectral scanning of all 96 samples or 384 samples should be able to view in single graph plot.</li> <li>Single software program should allow any number of measurement steps within the program.</li> <li>Orbital Shaking with adjustable timing, speed and diameter. Automatic safety control based on the shaking speed and plate format to avoid spilling of the liquid from wells.</li> <li>No loss of already measured data even in case of power failure.</li> <li>Should be compatible for low volume sample analysis using accessory plate, volumes down to 2 <math>\mu</math>L.</li> <li>Automatic Smart Safety Checks like Plate check, Prime check, Position sensors, Shaker check and dispensing volume check.</li> </ol> <p data-bbox="284 1512 486 1541"><b>Optical System:</b></p> <ol data-bbox="284 1547 1248 1774" style="list-style-type: none"> <li>Instrument should have Quadruple Monochromatorbased , double excitation and double emission monochromators for fluorescence applications.</li> <li>Instrument should have double monochromators for photometric (UV and Vis) measurement.</li> <li>The instrument should have a single lamp source and separate detectors for Photometry, Fluorometry and optional module for Time resolved fluorescence and Luminescence.</li> </ol> <p data-bbox="284 1780 609 1809"><b>Absorbance / Photometry</b></p> <ol data-bbox="284 1816 1248 2069" style="list-style-type: none"> <li>Measurement range in Photometry: 200-1000nm</li> <li>Linear measurement range in photometry: 0-4Abs at 450 nm, <math>\pm</math>2% (96-well plate) and 0-3Abs at 450 nm, <math>\pm</math>2% (384-well plate).</li> <li>Instrument should have on-board pathlength correction for direct quantification. E.g. Nucleic acids and proteins.</li> <li>Plate type : 6 well to 384 well format , also low volume (2<math>\mu</math>l to 10<math>\mu</math>l) analysis plate for DNA/RNA estimation</li> </ol>	1

	<p><b>Fluorescence/Fluorometry :</b></p> <p>24. Fluorometry wavelength selection: Excitation range: 200-1000nm, Emission: 270-840nm.</p> <p>25. Fluorescence intensity sensitivity of 0.4 fmol fluorescein per well with 384 well black plates.</p> <p>26. Plate Type : 6 well to 1536 well format</p> <p><b>Luminometry :</b></p> <p>27. Luminometric upgradation should be done at field / at Lab.</p> <p>28. Luminometric sensitivity of &lt;7 amol ATP/well with 384 well white plate using flash ATP reaction. Should have spectral scanning option.</p> <p>29. Luminometry should have three measurements mode – Normal, Filter and Monochromator mode with excellent sensitivity.</p> <p><b>Data Analysis Software :</b></p> <p>30. System should be supplied with Analysis software with unlimited user license.</p> <p>31. Database based software to run backups of all data, restore back up data (in case of hardware failure of original computer).</p> <p>32. Single –Click data export option to open Microsoft Excel.</p> <p>33. Should have different file formats during data export which includes .xlsx, .pdf, xml, and .txt</p> <p>34. Software should have option for area selection. i. e different protocols at different area of the same plate.</p> <p>35. Spectral scanning of all 96 samples or 384 samples should be able to view in single graph plot.</p> <p>36. Single software program should allow any number of measurement steps within the program.</p> <p><b>Other Instrument Features:</b></p> <p>37. On-board incubator must function by preventing condensation on a microplate lid to enable reading through the lid even during long kinetic assays (at least 24 hours).</p> <p>38. Orbital Shaking with adjustable timing, speed and diameter. Automatic safety control based on the shaking speed and plate format to avoid spilling of the liquid from wells.</p> <p>39. No loss of already measured data even in case of power failure.</p> <p>40. Should be compatible for low volume sample analysis using accessory plate, volumes down to 2 µL. Automatic Smart Safety Checks like Plate check, Prime check, Position sensors, Shaker check and dispensing volume check.</p> <p>41. System should be able to read 96 different wavelength in one 96 well plate in one protocol.</p> <p>42. Manufacturer should have own service centre in Kolkata (with engineer name and contact details).</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): 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 Cryogenic Freezer (-150° C) (Foreign make)</b></p> <p>1. Should have Ample interior volume with capacity of up to 14,400 samples (2mL vials in boxes)</p> <p>2. Should have Peak Variation +9.9/-1.4 from setpoint©. Over 16 points 72 Hours mapping</p> <p>3. Warmest Temp at Delog should be -137.7°C</p> <p>4. Should have average uniformity of 4.1*c</p> <p>5. Average Stability: 6.7*c</p> <p>6. Duty Cycle at -150*c Set point is 69.4%</p> <p>7. Overall pull down time:5 Hrs</p>	1

8.	Hold Over time after power failure:	4.9 Hrs
9.	Average Heat Rejection rate:	9963 BTU/HR
10.	Temperature Rating	-120°C to -150°C
11.	Electrical Power	220V/240V, 50 Hz, 1 Phase
12.	Instrument Rated Current	23.0 FLA
13.	Building Supply Rating	Breaker 30 Amps/ 220-240V±10 Volt while operating
14.	Condenser Cooling Condition	Room Air, Air into Condenser: 15C - 25C (60F - 77F)
15.	Refrigeration System	Industrial-Rated Auto-Cascade System
16.	Compressor Number	/ 3.5 HP Scroll Compressor / 1
17.	Condenser Type/Number	Enhanced Finned-Tube and Forced-Air Cooled / 1
18.	Expansion Device	Capillary Tube Cold Wall With Enhanced Heat Transfer
19.	Evaporator Type	Treatment
20.	Defrost Method	Manual Defrost
21.	Refrigerant Charge/Flammability	CFC/HCFC-Free Enviromentally Safe Refrigerant Mixtures / Non-Flammable
22.	Controller Level	Top
23.	Power Switch	Keyed On-Off
24.	Controller Type	Microprocess Control
25.	Setpoint Security	Yes
26.	Compressor Guard	Safe Yes
27.	Control Sensor	Platinum 1000 Ohm(PT1000) PT1000 (1000 OHM Single platinum RTD)
28.	RS232/Remote Alarm Terminals	RS232/Remote Alarm Terminals
29.	Adjustable Warm/Cold Alarms	Standard Audible 12 VAC Auto Boost, Power management system compensate, and provide voltage correction of up to +/- 10% of rating.
30.	Auto-Voltage Safeguard	127 mm (5.0") High Density HFC-blown
31.	Insulation	Polyurethane Foam in cabinet/51 mm (2.0") in lid
32.	Perimeter Heater	Silicone-Based High Performance Seal Gasket
33.	All-Direction Casters	Standard with Locks
34.	Overall pull down time	5 Hrs
35.	Should have LN2 back system.	
36.	Must besupplied with 230 lt Pressurized LN2 supply tank and 6 ft. flexible braided stainless steel transfer hose with 1/2",45 degree flare fittings on each end from same manufacturer.	
37.	Must besuppliedone 30 Lt Ln2 Storage tank. 6 numbers stainless steel 2" cryo box rack and 6 numbers stainless steel 3" cryo box rack.	
38.	Must have service center at kolkata	
39.	Must have CE Certificate	

	<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> <p>➤ <b><u>Online UPS should be provided (for minimum 1 hour backup) or other compatible back-up system minimum for 1 hour</u></b></p>	
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## 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)	<b>10.02.2022</b>	<b>05:00 P.M.</b>
2. Documents download/sale start date (Online)	<b>11.02.2022</b>	<b>11.00 A.M.</b>
3. Documents download/sale end date (Online)	<b>03.03.2022</b>	<b>05:00 P.M.</b>
4. Bid submission start date (Online)	<b>11.02.2022</b>	<b>11.00 A.M.</b>
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)	<b>03.03.2022</b>	<b>05:00 P.M.</b>
6. Bid Submission closing (Online)	<b>03.03.2022</b>	<b>05:00 P.M.</b>
7. Bid opening date for Technical Proposals (Online)	<b>08.03.2022</b>	<b>11.00 A.M.</b>
8. Date of uploading list for Technically Qualified Bidder(online)	<b>To be Notified after evaluation of Technical Proposal</b>	
9. Date for opening of Financial Proposal (Online)	<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. :

.....  
.....  
.....

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 (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**