



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

ডঃ শুভেন্দু বন্দ্যোপাধ্যায়
নিয়ামক (ভারপ্রাপ্ত)
Dr. Subhendu Bandyopadhyay
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E-Tender Ref. No. UBKV/Est T/P-02/22/2019-20 Date:20/02/2020

NOTICE INVITING TENDER (NIT)

Online Tenders are being invited under Two Bid System viz, **Part-I Technical Bid and Part II Financial Bid** from the intending reputed, bona-fide and experienced manufacturers / authorized dealers/experienced agencies for Supplying Cold Centrifuge and Microscope Willowood sponsored project on "Bio-Efficacy, Phytotoxicity and Residue Studies of Some New Generation Fungicides on Different Crops against some important Diseases" at Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar as per following specification.

Technical Specification of required Instruments/ Equipment's

Sl. No.	Item & Specification	Qty.
1.	Cold Centrifuge: 15000 or 20000 rpm with digital temperature, speed and time controller and digital indicator Type: Swing out rotor 24x1.5/ 2.0ml Extra rotor: Swing –out rotor, 12x50ml (optional, may be provided) Temperature range: -10°C to +40°C	1 Nos.
2.	Trinocular Microscope with good quality photographic attachment with image analyzing software : Trinocular tube with 4x, 10x, 20x, 40x and 100x objective lenses, 5.1 MP photographic attachment camera, and image analyzing software.	1 Nos.

➤ Tender Schedule:

•	Date of Online Publication	:	20/02/2020
•	Starting Date of online upload & submission	:	20/02/2020
•	Last date of online bid submission	:	04/03/2020
•	Last date of quotation submission (Hard copy)	:	05/03/2020
•	Opening date of Technical bids	:	06/03/2020
•	Tender fee	:	Nil
•	EMD	:	Rs. 15,000.00 (for those items)/ @2.5% of quoted value (for partial bid) by means of demand draft from any nationalized Bank in favour of <i>Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar</i>
•	EMD Exemption	:	MSME, SSI & NSIC certified bidders may be exempted. Subject to submission of Valid such exemption certificate
•	Details available in the websites	:	https://wbtenders.gov.in

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the UBKV's website www.ubkv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Authorized Company personnel who is in the pay roll of the Company in the website <http://wbenders.gov.in>. All papers must be submitted in English language.

3. Warranty: 2 (Two) years mandatory from the date of installation.

4. Eligibility for Quoting:

- Original Equipment Manufacturers (OEM) or Dealers/Distributors/Agents duly authorized by the manufacturers who are able to supply the assured quantities as per requirement & have requisite qualification for meeting the requirements as per this tender are only eligible for quoting.
- Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.
- Integrity Pact Declaration:
 - i) Bidder should not offer any benefit to the employees of the University not available legally and also not to commit any offence under Prevention of Corruption Act, 1988 or Indian Penal Code 1860;
 - ii) Bidder should not enter into any undisclosed agreement or Understanding with other bidders with respect to prices, specifications, certifications, Subsidiary contracts, etc.
 - iii) Undertaking (as part of Fall Clause) is to be given by the bidders that he has not and will not sell the same material/equipment at prices lower than the bid price;
 - iv) Foreign bidder discloses the name and address of agents and representatives in India and Indian Bidder discloses their foreign principals or associates;
 - v) Bidder discloses the payments to be made by him to agents/brokers or any other intermediary;
 - vi) Bidder discloses any past transgressions committed over the specified period with any other company in India or Abroad that may impinge on the anti-corruption principle;

It is needed to mention that the University will have the right to take punitive actions for any violation on behalf of the bidder.

5. Annual Turnover Requirements:

Vender having average annual Turn Over more than Rs.30 Lakh in India for last three financial years 2016-17, 2017-18 & 2018-19 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents including addendum/ Corrigendum related to the tender uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the notice and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the active cell at BOQ and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken acceptant of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. Technical details of the Items Quoted "Bidders" must submit Technical specification along with Catalogue of the item quoted in "Technical Details" Folders.
2. Audited Annual Accounts for last three years **2016-17, 2017-18 & 2018-19** or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS for the above years as available in the official website of the Income Tax Department, Government of India. (to be submitted in "Accounts" folder)

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder

			GST Registration Certificate
2	Company Details	Company Details 1	Trade License/Enlistment Certificate Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the purchase order with compliance certificate for supplying Similar nature of items at least for last 2 years in an Institute of Higher Education Brief User List preferably for users in West Bengal in an Institute of Higher Education
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2016-17 Income Tax Returns submitted for the Assessment year 2017-18 Income Tax Returns submitted for the Assessment year 2018-19 GST Return for last 3 months in 2019-20
5	Product Catalogue(Coloured)		
6	Compliance Statement		Mandatory

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

(All the required essential / optional accessories or incidental services should be mentioned in the hard copy of Financial Bid)**

7. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who are qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical specification & other requirements laid down in the tender notice will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.

8. Opening of financial bid:-

- i) Financial bid can be seen & accessed by the bidder through the NIC Portal after opening of financial bid on line. Objections raised by any Bidder in this respect will not be entertained by the University. No informal tender will be entertained in the Bid further.
- ii) During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
- iii) The Tender Selection Committee reserves the right to cancel the N.I.T. due to any unavoidable Circumstances and no claim in this respect will be entertained.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) Bidder may quote in Currency as available in the BOQ Sheet.
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.
- d) Partial Tender/Incomplete tenders both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Tender/Incomplete Tender based on the tender evaluation status.

- 9.2 Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.
- 9.3 Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.
- 9.4** The vendor should quote and be capable to supply all the necessary items as per Tender. However, the University has the right to procure a part or a whole of the tendered items.
- 9.5** University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.
- 9.6 Adequate support service facility:** The bidder/manufacturer should have adequate service support Centre in Cooch Behar, Siliguri and Kolkata for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.
- 9.7 Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance will lead to rejection of tender.**
- 9.8 Manufacturer's Authorization:** Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the Indian bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required and, in this case, bidder should have full- fledged registered office in India.
- 9.9** Bidder should submit copy of updated Trade License, GST, IT and P. Tax Return submission document.
- 9.10 Credentials:** Documents of supplying similar items in last two previous years in an Institute of Higher Education must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order and Job completion certificate ensuring sale of similar items at least for five times in last three years in an Institute of Higher Education.
- 9.11 DSIR Certification:** University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.
- 9.12 GST Exemption Certification:** University possesses the privilege for availing the facility of procuring items at Concessional GST (5%) as per the decisions taken by GST Council.
- 9.13** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 9.14 Delivery Time Schedule:** The supply & installation work must be completed within 21 days from the date of receipt of the supply order. No material will accepted in weekly off day and scheduled holiday of the University.
- 9.15 Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of 180 days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.16 Place of delivery:** Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, 736165.
- 9.17 Payment Schedule:** 100% Payment will be made after delivery and successful installation of the item. Which is jointly certified by the competent authority of the University and OEM's Service Engineer.
- 9.18 Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
- 9.19 Liquidated Damages:** If the supplier fails to deliver and installation of equipment within the time frame(s) incorporated in the work order, the purchaser / consignee shall, without prejudice to other rights and remedies available to the purchaser / consignee under the work order, deduct from the order price, as liquidated damages, a some equivalent to 2% per month (part of a month to be taken as one month) of delay or part thereof on delayed supply of equipment until actual delivery or performance subject to a maximum of 10% of the order value. Once the maximum is reached purchaser/ consignee may consider termination of the order perform herein. During the above mentioned period of supply and / or performance, the conditions incorporated herein shall also apply.
- 9.20 Defective items:** Cost of defective materials will be born by the supplier only.
- 9.21 Termination of insolvency:**
If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and/ or will accrue thereafter to the Purchaser/ Consignee.

9.22 After Sales and Service:

- i. The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.
- ii. The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

9.23 University reserves the right to issue work/ supply order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

9.24 Performance Security:

Successful bidder will have to deposit Performance Security money equivalent to the 10% of the order value in the form of DD/ BG from any nationalized bank in favour of UBKV payable at Cooch Behar. Such security will be refunded after completion of the warranty period of successfully in normal case without any accrued interest.

University may forfeit the Security Money (EMD) and Performance security in the event of the following circumstances:

- i. Selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase/work Order.
- ii. Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii. Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.
- iv. If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the item itself or for its installation and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
- v. In case of any false submission /statement by the bidder
- vi. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.

9.25 D/D of EMD of disqualified bidder and unsuccessful bidders will be returned after completion of selection process.

9.26 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Cooch Behar jurisdiction only

9.27 Conditional bid may be liable for rejection.

10. Discretion of the University:

10.1 University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

10.2 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

10.3 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10.4 The University reserves the right not to accept the rate even from the lowest bidder.

10.5 The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

Sd/-
Registrar (Actg.)