



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

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ড: শুভেন্দু বন্দ্যোপাধ্যায়

নিয়ামক (ভারপ্রাপ্ত)

Dr. Subhendu Bandyopadhyay

Registrar (Acting)

Tender Ref. No. UBKV/Est. (T&P-02)/27/2019-20 Date: 25/11/2019

## NOTICE INVITING TENDER (NIT)

Sealed Tenders are being invited under Two Bid System viz, **Part-I Technical Bid and Part II Financial Bid** from the intending reputed Manufacturers/authorized dealers/ eligible experienced supply agencies for Supplying of **Instruments** as stated below:

Sl.No.	Instruments	Specification	Quantity
01	Pulveriser along with accessories	Hammer: Stainless steel	01 Unit
		Motor: 1 HP	
		Used for wet cum dry powder	
02	Kjeldahl Digestion & Distillation apparatus	Having six Mental type heating unit	01 Unit
		Individual energy regulator	
		Flask capacity 500 ml Must be supplied along with glass ware, clamps, lead fume duct, condenser rack and accessories.	
03	Soxhlet Extraction Apparatus	Single standalone unit with 6 heating places, Each position is fitted with individual electronic controller.	01 Unit
		Equipped with convenient stopcock Must be supplied along with glass ware, clamps, lead fume duct, condenser rack and accessories.	
04	Hot Air Oven	Volume: 90 Litres, Stainless steel interior chamber with 2-3 detachable wire shelves	01 Unit
		Temperature accuracy: $\pm 2^{\circ}\text{C}$ , Temp. Uniformity $\pm 1^{\circ}\text{C}$ & Temp. range: 5 to $250^{\circ}\text{C}$	
		LED Temp. display	

### Tender Schedule:

• Last date of quotation submission	:	09/12/2019	
• Earnest Money Deposit (EMD)	:	6,250.00	By means of Demand draft from any nationalized Bank in favour of Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar.

#### 1. **Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Authorized Company personnel/Dealer/Proprietor. All papers must be submitted in English language.

2. **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.
- The University reserves the right not to accept the rate even from the lowest bidder/supplier.
- The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

3. **Annual Turnover Requirements:**

Vender having average annual Turn Over for last three financial years is more than Rs. 10 Lakh in India for the year 2016-17, 2017-18 & 2018-19 are eligible to participate in the Tender.

**Submission of Tenders**

3.1 **General process of submission**

All the documents including addendum/ Corrigendum related to the tender uploaded by the Tender Inviting Authority form an integral part of the contract. Renderers are required to upload all the tender documents along with the other documents, as asked 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 envelopes at a time, one is Technical Bid and the other is Financial Bid. The renderer shall carefully go through the documents and prepare the required documents.

4.2 **Technical details:** (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details** “Envelope.

4.3 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 with other documents stated bellow:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P -Tax Registration Certificate with a copy of last return

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 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 2015-16
			Income Tax Returns submitted for the Assessment year 2016-17
			Income Tax Returns submitted for the Assessment year 2017-18
			GST Return for last 3 months in 2018-19
5	Product Catalogue (Coloured)		
6	Compliance Statement		

#### 4.4 Financial Bid

Financial Bid should contain the unit price of items on FOR destination and CIF including applicable taxes. Rate of GST also to be quoted.

### 5 TERMS & CONDITIONS:

#### 5.1 Bid Information:

- a) 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.
- b) 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.

**6.1 Evaluation of Tender:** Firstly, Technical Bid will be evaluated and thereafter Price Bids of technically qualified bidders will be evaluated for selection of vendor.

**6.2 Award of Contract:** The purchaser will award the contract/supply order to the bidder whose quotation has been determined to be substantially responsive both technically and commercially.

**6.3** 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.

**6.4** University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

- 6.5** Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance will lead to rejection of tender.
- 6.6 Credentials:** Documents of supplying similar items in last two previous years in an Institute of Higher Education must be submitted along with the tender.
- 6.7 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.
- 6.8 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.
- 6.9** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 6.10 Time Schedule:** The supply work must be completed within 30-45 days from the date of receipt of the supply order.
- 6.11 Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 6.12** University reserves the discretion 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.
- 6.13** Payment Schedule: 100% Payment will be made after delivery and satisfaction of the item.
- 7.1 Performance Security:** Successful bidder will have to deposit Performance Security money equivalent to the 10% of the order value in the form of **D/D or Bank Guaranty** from any nationalized bank in favour of UBKV payable at Cooch Behar or suitable negotiable instruments as to be decided by the University immediately after issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest.
- 7.2** University may forfeit the Earnest Money Deposit (EMD) in the event of the following circumstances:
- i. Selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase 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.
  - vii. University will return the Earnest Money Deposit (EMD) of disqualified and unsuccessful bidders without any accrued interest after completion of the selection process.

**7.3 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.

**7.4 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.

**7.5 Conditional bid may be liable for rejection.**

**8. Discretion of the University:**

- i) University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.
- ii) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
- 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.

Sd/-  
Registrar (Actg.)