



UTTAR BANGA KRISHI VISWAVIDYALAYA  
Regional research Station (Old Alluvial Zone)

Dr. Jyotirmay Karforma  
In-Charge

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Tender Ref. No. 0093/RRS/MJ/20/Tender

Date: 28/02/2020

(2<sup>nd</sup> CALL)

**Tender Notice 3**

Sealed quotations are invited under two bid systems viz, Part-I Technical Bid and Part-II Financial Bid from reputed suppliers for supplying of Tissue culture rack and Furniture on **PER UNIT** basis on printed price list. List of the items attached herewith.

**Tender Schedule:**

Last date of quotation submission	:	16/03/2020
EMD	:	Rs. 5,000.00 by means of Demand draft from any nationalized Bank in favour of RRS (OAZ), UBKV at Majhian
Details available in the University websites	:	www.ubkv.ac.in

**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.

**3. Annual Turnover Requirements:**

Vender having average annual Turn Over up to Rs. 20 Lakh or above for the last three financial years 2016-17, 2017-18 & 2018-19 are eligible to participate in the Tender.

**4. Submission of Tenders**

**4.1 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. Tenders to be submitted in two envelopes at a time, one is Technical Bid and the other is Financial Bid. The bidders shall go through the tender documents carefully and prepare the required bids.

**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 below:

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
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	Compliance Statement		

#### 4.4 Financial Bid

Financial Bid should contain the rate of discount along with printed price list of items for delivery on FOR destination and CIF including applicable taxes. Rate of applicable GST also to be quoted.

#### **5. TERMS & CONDITIONS:**

##### **5.1 Bid Information:**

a) The rate of discount quoted by the bidders 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 vender.

**6.2 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.

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 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 20-30 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 one year 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.

6.14 University may forfeit the Security Money (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.

**6.15 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.

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

**7.1 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 University reserves the right not to accept the rate even from the lowest bidder/supplier.

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

v) 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/-  
In-charge RRS (OAZ)

- A. Plant Tissue culture rack (Steel, size-6' x 4', No. of Shelves-4, Lighting Facility in Shelves-4, Total No. of Fluorescent Tube-12, Total No. of Incandescent -12, Lamps Distance Between Shelves-16", Platform Size-48" x 12", Electric Supply-AC 230V, 50/60Hz)

Sl. No.	Item No. (C) Consumable items of the Equipment/ Instrument/Tissue culture rack
1	Tanco
2	Rescholler
3	Bhawana Scientific
	i) Price including F.O.R. Destination Majhian, Dakshin Dinajpur-733133. W.B.

- B. Plastic Chair (Armless)

Sl. No.	Item No. (C) Name of the Furniture Company
1	Nilkamal
2	Samrat
3	Supreme
	i) Price including F.O.R. Destination Majhian, Dakshin Dinajpur-733133. W.B.

- C. Table (Made of iron, Size- Top - 3' x 2' with one box)

Sl. No.	Item No. (C) Name of the Furniture Company	(%) of Discount in INR
1	Nilkamal	
2	Samrat	
3	Supreme	
	i) Price including F.O.R. Destination Majhian, Dakshin Dinajpur-733133. W.B.	

Sd/-  
In-charge RRS (OAZ)