



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

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Registrar (Acting)

NIT Ref. No. UBKV/Est (T&P-02)/17/2025-26

Date: 24/11/2025

## **NOTICE INVITING TENDER (NIT)**

Offline Sealed Tenders are being invited under Two Bid System viz, Part-I Technical Bid and Part II Financial Bid from the intending reputed supply agencies/Authorized Dealers for supplying **Animal Feed on Annual Rate contract w.e.f. 20/01/2026** for items stated below:

Sl. No.	Description	Quantity required per month (Approx.)
01	Maize Crush	500 Kg.
02	Mustard Oil Cake	250 Kg.
03	Rice Bran	300 Kg
04	Compound Feed	200 Kg.
05	Salt	50 Kg.
06	Molasses	05 Kg
07	Calshakti	05 Kg
08	Vitamin-mineral mixture	05 Kg
09	Mustard Oil	01 Kg

### ➤ **Tender Schedule:**

• <b>Last date of bid submission</b>	:	<b>08/12/2025 up to 5.00 P.M.</b>
• Earnest Money Deposit (EMD)	:	Rs. 5000.00 (Rupees Five thousand) only by means of D/D from any Indian Commercial Bank in favor of Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar.
• Exemption of Earnest Money Deposit (EMD)	:	MSME, SSI & NSIC certified bidders may be exempted. Subject to submission of Valid such exemption certificate

### **1. Eligibility for Quoting:**

- 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.

### **2. Annual Turnover Requirements:**

Vender having average annual Turn Over more than Rs.5 Lakh in India for last three Assessment years 2023-24, 2024-25 & 2025-26 are eligible to participate in the Tender.

### **3. Submission of Tenders**

#### **3.1 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
3	Credential	Credential 1	Copy of the purchase order with compliance certificate for supplying Similar nature of items at least for last 2 years.
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment years 2023-24, 2024-25 & 2025-26
			GST Return for last 3 months of FY (2025-26)
5	Compliance Statement		Mandatory

**3.2 Financial Bid:** It has to be the rate as per F.O.R. destination. The rate of GST if any has also to be mentioned clearly.

#### **4. Evaluation of the tenders**

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who would be 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.

#### **5. Opening of financial bid: -**

- i) 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.
- ii) 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.

#### **5.1 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 vender based on the lowest amalgamated quoted rate.

#### **5.2 Conditional bid may be liable for rejection.**

#### **5.3 Award of Contract:**

The purchaser will award the contract to the bidder whose quotation would be 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.

**5.4** The vendor should quote and be capable to complete the supply as per Tender.

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

#### **5.6 Selected Vendor will have to sign an agreement with the competent authority of the University with necessary terms & conditions.**

**5.7** D/D of EMD of disqualified and unsuccessful bidders will be released without any accrued interest after completion of selection process.

**5.8** University may forfeit the Security Money (EMD) in the event of the following circumstances:

- (a) If selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase Order.
- (b) If selected bidder does not accept the order after issuing the same or fails to enter into a contract within period mentioned in the order.
- (c) If selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.
- (d) In case of any false submission /statement by the bidder
- (e) 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.

- 5.9 Delivery Time Schedule:** The supply work must be completed within 15 days from the date of receipt of the work order. No material will be accepted on weekly off day and scheduled holiday of the University.
- 5.10 Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of 01 Year from the **date of acceptance of rates** and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 5.11 Place of Supply:** Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal.
- 5.12 Payment Schedule:** 100% Payment will be made after satisfactory supply of the feed items.
- 5.13 Quantity Changeability:** Quantity as stated in the tender document may be changed at the time of issuing purchase order due to the fund crunch or for other valid reasons.

**6. Liquidated Damages:**

If the supplier fails to deliver the feed items 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 feed items 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.

**7. Force Majeure:**

In case of performance disruption due to natural disasters (like earthquakes, hurricanes, floods etc.), wars riots or other major upheaval, performance failures of parties outside our control (e.g. telephone service, labour action in our vendors' /service providers etc.), second party will not be held liable.

In the event of any dispute between UTTAR BANGA KRISHI VISWAVIDYALAYA and second party arises; it can be mutually resolved by the way of amicable settlement between them. In case, the dispute is not resolved amicably, either of them, it shall be settled by a Board of Arbitration consisting of 3 members of which one member shall be nominated by the Hon'ble Vice-Chancellor, one member to be nominated by second party and third member shall be nominated by the Principal Secretary Department of Agriculture, Govt. of W.B. The decision of the Board of Arbitration shall be binding on all concerned.

**8. Defective items:** Cost of defective materials will be borne by the supplier only.

- 8.1** 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.
- 8.2 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. Discretion of the University:**
- 9.1** University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.
- 9.2** 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.
- 9.3** University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
- 9.4** The University reserves the right not to accept the rate even from the lowest bidder.
- 9.5** The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

Sd/-  
Registrar (Actg.)