



**উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়**  
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫  
**UTTAR BANGA KRISHI VISWAVIDYALAYA**  
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

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Registrar (Acting)

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Tender Ref. No. UBKV/Est. (T&P-02)/01/2022-23 Date: 18/04/2022

**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, bona-fide and experienced service providing agencies for “*Soil Shotgun metagenome sequencing*” under project entitled “*Soil Type in Neora Valley National Park and the analysis of microbial diversity an abundance across forest type and elevation*” in Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal as per following specification.

**Technical Specification of Service:**

Sl. No.	Item	Platform	Data output requirement (per sample)	Deliverables	Quantity
1.	Shotgun Metagenome	NvaSeq 6000	5 GB	1. DNA QC report 2. Library preparation report 3. Fast QC report for the sequencing output 4. Raw data to be provided through FTP protocol, having read me file with explanation. 5. Data QC	27 Soil Samples

➤ **Tender Schedule:**

• Date of Publication	:	18/04/2022
• Last date of bid submission	:	25/04/2022
• Opening date of Technical bids	:	26/04/2022
• Tender fee	:	<a href="#">Nil</a>
• EMD	:	₹12,500.00 (Twelve Thousand Five Hundred ) only by means of demand draft (D/D) 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 such Valid exemption certificate.
• Details available in the websites	:	<a href="http://www.ubkv.ac.in">www.ubkv.ac.in</a>

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:

- Bidders 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 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 provide the same service at prices lower than the bid price.
  - iv) Foreign bidder have to disclose the name and address of agents and representatives in India and Indian Bidder have to disclose their foreign principals or associates;  
It is needed to mention that the University will have the right to take punitive actions for any violation on behalf of the Chancellor.

## 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 2018-19, 2019-20 & 2020-21 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. 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 2018-19, 2019-20 & 2020-21 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/AIS 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
			Service Tax Registration No. along with latest clearance 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 work order for service Similar nature of job at least for last 2 years.

#### 4.4 Financial Bid

Financial Bid Comprises of rate of items per unit including applicable taxes, transportation charges, incidental charges, the extent of discount (as applicable) etc. should contain the unit price of items on FOR destination 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 to the bidder whose tender has been determined to be substantially responsive both technically and commercially.

**6.3** Selected bidder will have to sign an agreement with the competent authority of the University with terms and conditions of the job.

**6.4** The vendor should quote and be capable to provide services as per Tender.

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

**6.6** Bidder must provide Technical Compliance Sheet as per the Tender Specification. Any non-compliance will lead to rejection of tender.

**6.7** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.

**6.8** Time Schedule: The supply work must be completed within 30 days from the date of receipt of the work order.

**6.9** 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.

**6.10** 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.

**6.11** Payment Schedule: 100% Payment will be made after handed over the required data.

**6.12** 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.

**6.13** 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.

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

**6.15** University may forfeit 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/work order.
- ii) Selected bidder fails to provide the service within scheduled time as specified in the work order.

iii) In case of any false submission/statement by the bidder.

iv) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixes terms and conditions.

7. D/D of EMD of disqualified/unsuccessful bidders would be released after completion of selection process.

8. Place of Work: UBKV, Pundibari, Cooch Behar

9. Discretion of the University:

- i) The University reserves the right not to accept the rate even from the lowest bidder.
- ii) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
- iii) University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.
- iv) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
- 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.

**10. Liquidity Damages:** If the service provider fails to service within the time frames 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 02 % per month (part of a month to be taken as one month) of delay or part there of delay services 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 services and /or performance, the conditions incorporated herein shall also apply.

Sd/-  
Registrar (Actg.)