

KAZI NAZRUL UNIVERSITY
ASANSOL- 713 340, INDIA

Ref. No. : KNU/EO/TEND/CHEM/64/22

Date : 30.11.2022

Tender Notice for Purchasing of 04-digit Analytical Balance machine for the department of Chemistry, KNU)

Kazi Nazrul University invites sealed quotations from the reputed vendors / suppliers / agencies for 'Purchasing of 04-digit Analytical Balance machine for the department of Chemistry'. Prospective bidders/ Agencies/suppliers etc. are requested to submit their lowest possible quotation in a SEALED ENVELOP with mentioning our **REF. NO.** and **DATE** duly superscripted on the COVER and on the face of the offer letter for the said job, subjects to the **TERMS AND CONDITIONS** outlined in the below.

Last date of receiving tender document either by hand or by post: 09.12.2022 up to 4 p.m.

- For specifications of the above items please refer **Annexure-A** of the Tender Documents.
- For furnishing basic information about the bidder, please refer **Annexure- B** of the Tender Document
- Bidders must comply the Terms and Conditions as mentioned in the **Annexure- C** of the Tender Document.
- For submission of Quotation, Bidder must follow the Price Bid Format vide **Annexure – D** of the Tender Document.
- Bidder must submit Undertaking form as mentioned in the **Annexure-E** of the Tender Document.

For any query, please write to: arabinda.mallick@knu.ac.in

Sd/-
Estate Officer (Addl. Charge)

Copy forwarded for information necessary action to:

1. The Registrar, KNU;
2. The Finance Officer, KNU;
3. The Development and Planning Officer, KNU;
4. Dr. Arabinda Mallick, Assistant Professor, PI of the Project, KNU;
5. The System Administrator *with a request to upload the notice in the University website for wide circulation.*
6. PA to the Vice Chancellor for the kind information of the Hon'ble Vice Chancellor.



mmk
30/11/22
Estate Officer (Addl. Charge)

Annexure -A

(Ref. No. : KNU/EO/TEND/CHEM/64/22 Date : 30.11.2022)

[To be submitted with quotations, without compliance bid will not be accepted]

Sl. No	Items with Specification	Bidder's Compliance		
1	<u>4-digit Analytical Balance</u>			
	<u>Make & Model No.</u>			
	Maximum Capacity	220 g		
	Readability	0.1 mg		
	Repeatability, typical	0.08 mg		
	Settling Time	2 s		
	Adjustment	Internal		
	Interfaces	RS232 (integrated/optional)		
	Display	Backlit LCD		
	Minimum Weight (USP, 0.1%, typical)	160 mg		
	Weighing Pan Diameter	90 mm		
	Dimensions (HxWxD)	344 mm x 210 mm x 344 mm		
	Documentation Options	Printing		
		Basic Electronic Documentation		
	Guaranteed Repeatability	0.1 mg		
	Housing	Die-cast aluminum, ABS		
	Minimum weight (U=1%, typical)	16 mg		
	Balance Type	Analytical Balance		
Recommended for Food QC	Yes			
Warranty	One year onsite warranty and it must be confirmed with OEM authorization. Declaration of conformity must be submitted along with quotations			



Signature of the Bidder with office seal

ANNEXURE-B

(Ref. No. : KNU/EO/TEND/CHEM/64/22 Date : 30.11.2022)

BASIC INFORMATION ABOUT THE BIDDER TO BE SUBMITTED

1.	Name of the Bidder	
2.	Address with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN Number (a copy of PAN Card must be enclosed)	
6.	GST Registration Number (a copy of GST Registration certificate must be enclosed):	
7.	Trade License number (a copy of supportive document must be enclosed)	
8.	Credential Documents (Please submit copy of the purchase order for purchase made in last 3 financial years)	
9.	Average Annual Turnover for last 3 years (Please enclose Audited P/L Account for 2017-18 , 2018-19 & 2019-20)	2017-18: Rs. 2018-19: Rs. 2019-20 : Rs.
10.	No. of previous supply of the similar item in last three years (Please attach relevant documents in support thereof)	

Declaration :

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Further, I undertake that I must follow the terms and conditions as per **Annexure- C** thoroughly and in case of any non-observance, I shall be bound to accept the decision of the Kazi Nazrul University.



**Signature of the Bidder
(With Seal)**

ANNEXURE-C

(Ref. No. : KNU/EO/TEND/CHEM/64/22 Date : 30.11.2022)

TERMS AND CONDITIONS

1. Bid Information:

- a) Bid must be submitted properly. Corrections, if any, shall be made by crossing out accompanied with initial of the bidder and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) 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.
- d) Bidder must mention the name of manufacturer and model number for each of the item.
- e) Partial quotation within same item will not be accepted and tender will be rejected in that case.

2. Bid should be submitted in a sealed envelope, mentioning the Tender Reference Number & Date on it and shall be addressed to: The Estate Officer (Addl. Charge), Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O. – Kalla C. H., Asansol, Paschim Bardhaman – 713340

3. Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive.

4. 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.

5. Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

6. Documents of previous experience for similar trade, at least for last 2 years, must be submitted along with the tender.

7. Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, Professional Tax, and GST.

8. Bidder must submit audited Profit & Loss Account Statement for last 3 years ending 2020-21 ensuring the average annual turnover for the said three years not below Rs.5 lakh

9. Time Schedule: The supply must be completed within 15 days from the date of receipt of the purchase order.

10. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three 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.

11. Make & Model: Bidder must mention Make and Model and must submit the product details/catalogue/brochure.



12. Bidder must enclose Technical Compliance Sheet through OEM along with Certificate from manufacturer for authorisation if the bidder is not an OEM.
13. **Place of work/Delivery:** *Department of Chemistry, Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O. – Kalla C. H., Asansol, Paschim Bardhaman – 713340.*
14. **Payment be made after successful delivery and installation of the items.**
15. In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.
16. The tender documents shall be addressed and submitted to:
17. *Last date of receiving tender document: 09.12.2022 up to 4 p.m.*
18. Statutory deduction for GST and other Government taxes will be made as per the law in force
19. **No Tender Document will be received by the University after the above date irrespective of the mode of submission of tender document.**
20. **Quotation must be submitted through official pad of the bidder duly signed with seal and contact numbers of the respective person of the bidder concern.**
21. **Quantity as stated hereinabove may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons. University may place order partially phase wise depending on its budget.**
22. **University may take decision about non-purchase of the said items even after selection of vendor due to its fund constraints.**
23. **Kazi Nazrul University reserves the right to relax any clause as stated hereinabove for Selection of suitable vender.**
24. *The whole tender will be awarded to the single vendor only, if fulfill the other terms and conditions.*



ANNEXURE-D

(Ref. No. : KNU/EO/TEND/CHEM/64/22 Date : 30.11.2022)

Sl. No	Items with Specification	Qty.	Unit Price	GST (Rs.)	Total Price (Rs.)
1	<u>4-digit Analytical Balance</u>	1			
	Maximum Capacity		220 g		
	Readability		0.1 mg		
	Repeatability, typical		0.08 mg		
	Settling Time		2 s		
	Adjustment		Internal		
	Interfaces		RS232 (integrated/optional)		
	Display		Backlit LCD		
	Minimum Weight (USP, 0.1%, typical)		160 mg		
	Weighing Pan Diameter		90 mm		
	Dimensions (HxWxD)		344 mm x 210 mm x 344 mm		
	Documentation Options		Printing		
			Basic Electronic Documentation		
	Guaranteed Repeatability		0.1 mg		
	Housing		Die-cast aluminum, ABS		
	Minimum weight (U=1%, typical)		16 mg		
	Balance Type		Analytical Balance		
Recommended for Food QC	Yes				
Warranty	One year onsite warranty and it must be confirmed with OEM authorization. Declaration of conformity must be submitted along with quotations				
Total (Rs.)					

Note: The above format must be used while submission of Price Bid.

Signature of the Bidder
(With Seal)



ANNEXURE-E

(Ref. No. : KNU/EO/TEND/CHEM/64/22 Date : 30.11.2022)

(UNDERTAKING FOR OBSERVING TERMS & CONDITIONS)

(To be submitted by the bidder in their official pad/letter head duly signed with seal)

I/We, the undersigned, agree with the following Terms and Conditions:

1. That Bid will be valid at least for 3 months from the last date of submission of this tender.
2. That I/We will follow the guidelines framed by the Kazi Nazrul University for Evaluation of Bid as well as the process of selection of vender.
3. That having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation and in case of non-submission of any document, the decision taken by the Kazi Nazrul University will be considered as Final.
4. That I have not ever been convicted of any offence making myself liable to be disqualified for entering into a Contract to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
5. That no case is pending against me or against my firm in any criminal court of law in connection with any contracts in relation thereto to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
6. That my/our concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by neither RBI nor it has been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
7. That I/We declare that all the information and documents as we furnished and submitted are true and proper to the best of my knowledge and belief. I/We also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
8. That after completion of all sorts of evaluation of this tendering process, If my/our concern is selected, I/We will agree to enter into a contract with the University for the period as to be determined by the University at the time of awarding contract to my/our organization (if required).
9. That I agree with all terms & conditions that have been mentioned in the NIT.

**Signature of the Bidder
with seal (if any)**

