KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal
Website: www.knu.ac.in

E-Tender Document

For Procurement and Installation of Equipment for in the department of Animal Science

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued

Kazi Nazrul University

Nazrul Road, Kalla Bypass More, Asansol,

Paschim Bardhhaman – 713340

Ref. No.: KNU/EO/TENDER/24/24-25 **Date: 19/11/2024**

NOTICE INVITING TENDER

Request for Proposal (RFP) through the E-TENDER platform

Kazi Nazrul University intends to purchase Equipment for a DBT funded project **(No.BT/PR50228/MED/29/1651/2023)** entitled **"Exploring the role of opportunistic fungal infection on the immunoregulatory pathways that transform host immunity from protection to pathogenesis in filarial patients: relevance to therapeutic intervention of bancroftian filariasis** for the department of Animal Science, Kazi Nazrul University, Asansol through an Online e-Tender. The tentative quantity of the required items along with the technical configuration of each item is mentioned below. Interested bidders who have experience in supplying the mentioned type of items may follow the instructions given below for submission of their tenders through online mode.

1. General Instructions:

Intending bidders may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. The last date of submission is **06 .12.2024 at 17:00 hrs.**

2. Submission of bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is on the payroll of the Company (having Authorization from the Company Management) on the website http://wbtenders.gov.in.All papers must be submitted in the English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents, etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorized by the manufacturers who are able to supply the assured quantities as per the requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of a declaration of full supply will lead to cancellation of the tender. Further, vendors who were

declared blacklisted and/or insolvent by any Govt. Concern/any Institutions in the Country for a particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendors having an Average Annual Turnover of more than Rs.75 lakhs in India or equivalent foreign currency in the respective foreign country for the year 2020-21, 2021-22 & 2022-23 are eligible to participate in the Tender.

6.1. General process of submission

Tenders are to be submitted online through the website as stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for 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 folders at a time, one through Technical Bid and the other through Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations/folders of Technical Bid. One needs to fill up the BOQ in the designated cell and upload the same in the designated location of the Financial Bid. The documents uploaded are virus-scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should especially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum if published till the bid submission ends.

6.2. Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized Formats in two folders:

I. Technical File (Statutory Cover) containing:

1. Annexures

a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)

b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)

c) Authorization letter - (Vide Annexure III) (to be submitted in "Annexure" folder)

d) Affidavit Performa (Vide Annexure IV) (to be submitted in "Annexure" folder)

e) Declaration on KNU (Vide Annexure V) (to be submitted in "Annexure" folder)

2. Technical details of the Items Quoted (Bidders must submit technical specifications along with the Catalogue of the item quoted in the "Technical Details" Folders)

3. Bidder must submit the Audited Balance Sheet and Profit and loss Account for the last 3 (three) Financial years namely 2020-21, 2021-22 &2022-23 in the "Accounts" folder.

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

II. My Document (Non-Statutory Cover) contains as follows:

SL. No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate (Active)
			Professional Tax Registration
2	Company/Firm Details	Company/ Firm Details	Valid Trade License
			Registration Certificate along with commencement Certificate/ Partnership Deed
3	Credential	Credential 1	Copy of work order for similar work items at least 3 for the last 7 years in an Institute of Higher Learning or any Government Department.
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2020-21
			Income Tax Returns submitted for the Financial year 2021-22
			Income Tax Returns submitted for the Financial year 2022-23

6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder): Performa (Don't quote here)

SPECIFICATION OF EQUIPMENTS FOR THE DEPARTMENT OF ANIMAL SCIENCE

Sl No	Name of the Equipment	Specification	Qty	Rate	GST	Rate(including GST)
1	**Mini Centrifuge**	1. Type: Benchtop 2. Maximum Speed: 12500rpm 3. Maximum RCF: 9800 X g 4. Appropriate for PCR, cell separation and HPLC protocols. 5. Small footprint, Easy operation, back-lit customizable, display to set rpm or RCF. 6. Quick pulse spins. 7. Quiet operation low vibration. 8. Includes 2 rotors to accommodate 0.2, 0.5, 1.5, 2.0 ml centrifuge tubes and PCR strip tubes 9. Tool-free, quick rotor exchange 10. Capacity: 12 X 2ml 11. Universal power adapter: 110-240V 50/60 Hz with 4 interchangeable plug types 12. Run Time: 1sec to 30min (Quick spin) 13. Dimension 4.4 X 6.7 X 8in 14. Weight 1.5kg 15. Rotors: 2 rotors to accommodate 0.2, 0.5, 1.5, 2ml micro	1 No			

		centrifuge tubes, PCR Strip tubes				
2	**CO_2 Incubator**	1. CO2 Incubator with the Microprocessor Control System with start-up and cycle status messages during decontamination phase. 2. The Incubator must have Heat Sterilization cycle of 140°C for 12-14 hours 3.Temperature Control ranging from 5°C above ambient to 50 ° C 4. Humidity Control: around 95% @ 37°C (98.6F) 5. Stainless steel perforated shelves should be included: 03Nos; 18 x 18 inch; load limit minimum 20 to 25 kgs. 6.Interior Volume: Minimum 180 to 200 liters. 7. Direct Heating System 8. Class 100 Snap fit in-chamber HEPA filtered chamber for airflow 100% filtration of chamber air every 60 seconds and should reach under 5 minutes of door opening 9. Built-in preventive maintenance system	1 No			

		10. Unique Filtered Air Exchange system - Minimizes the risk of condensation in the unit. 11. 100% polished stainless steel coved chamber corners. 12. Uniform direct heat surrounds sides, back, top, and bottom of chamber - Total coverage of chamber walls. 13. Microbiological filters on all gas inlets and outlets and sample ports 14. Automatic electronic start up and automatic CO2 auto zero on a incubators 15. Programmable tracking alarms for temperature and CO_2. Alarms should be custom configurable. All probes and sensors located inside the chamber for faster recovery than with remote located sensors. 16. Units should be stackable with stacking brackets. 17. System should have as optional of humidity monitoring, automatic gas tank switchers,				

		antimicrobial solid copper interiors, data output ports.				
3	**CO_2 Gas Cylinder**	CO2 Gas Cylinder for around 15 to 20 Kgs with CO2 Gas purity of 99.9% Research or Medical grade.	1 No			

Warranty: Preferable 2(Two) years or more manufacture warranty

For any query, please write to suprabhat.mukherjee@knu.ac.in or ibil.knuasc@gmail.com

7. The tenderers are not required to submit hard copies of the Technical File (Statutory Cover) or My Documents (Non-Statutory Cover). Submission of a hard copy of the Financial Bid is strictly prohibited and **only be submitted through online via the NIC portal.**

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have 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 Tenderers failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the lowest bidder in respect of the Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered Technically Qualified will be opened. If found suitable in the context of the above pre-qualification etc., the Tenderer quoting the lowest rate will be considered as successful.

9. **Terms & Conditions Regarding Purchase Policy of Tendering Authority:**

9.1. Bid Information:

a) Partial Quotation within the same item will not be accepted and the tender will be liable for cancellation.

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 follow the instruction for filling up BOQ as per Clause 6.3.

9.2. 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 the selection of vendors.

9.3. 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.

9.4. Adequate infrastructural facility: The bidder/manufacturer should have a registered establishment set up in Kolkata/Asansol/Durgapur or its adjacent locality. In addition, the bidder/manufacturer must have an authorized service centre with adequate numbers of sound service personnel. Representatives from both the establishment and service centre must be made available within 24 hours after making calls from Kazi Nazrul University. Documents in support of the establishment and service centre with payroll sheet must be uploaded in the "TECHNICAL DETAILS" folder.

9.5. Credentials: Documents of previous experience of the job, at least 3 for the last 7 years in an Institute of Higher Learning or any Govt. department must be submitted along with the tender.

9.6. The intending Tenderers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University. The University will have sole discretion to decide the eligibility of bidders on the basis of submitted documents and reserves the right to reject any application and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

9.7. Prospective applicants are advised to carefully note the minimum qualification criteria as mentioned in the tender document before bidding.

9.8. No Tenderer shall be allowed to participate in the tender, if he / she / the company is associated, in whatsoever manner, with any person holding an office of profit in the University.

9.9. The applicant shall not do anything which will cause injury to the name or reputation of the University and that the applicant agrees to indemnify and keep the University indemnified against all liabilities, claims, damages or injury of every description which may occur or affect the University from any failure by the applicant to perform its obligations under this tender or from any act or omission whatsoever on the part of the applicant or its servants or agents.

9.11. DSIR Certification: Kazi Nazrul University does not possess the privilege of availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.

9.12. **Time Schedule:** The supply and installation work must be completed within 45 days from the date of receipt of the purchase order.

9.13. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of 6 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.

9.14. Warranty: Two years manufacture warranty

9.15. **Place of delivery:** Department of Animal Science, Kazi Nazrul University, Asansol. Nazrul Road, Kalla More, P.O. –Kalla C. H. Asansol – 713340

9.16. **Payment Schedule:** Payment will be made after delivery and satisfactory installation of the items.

9.17. **Liquidated Damages:** The job includes the supply and installation of materials mentioned in the tender document. In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof, subject to celling of 10% of the order value(excluding all taxes & duties and other charges).In the event of LD exceeds 10% of the order value, KNU reserves the right to terminate the contract and KNU will get the job completed by any other competent party. The difference of cost incurred by KNU will be recovered from the bidder.

9.18. **Quantity Changeability:** Quantity, as stated in the tender document, may be subject to change at the time of issuing the purchase order due to valid internal reasons of the university.

9.19. **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.

9.20. Turnover Criterion: Bidder must have an average annual turnover of more than Rs.75 lakh in the last three financial years ending 2022-23.

9.21. **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.22. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

9.23. Security Deposit: 10 % performance security deposit by way of Bank Guarantee or by way of deduction from the Bill will be made and same will released after end of warranty period without any interest.

Discretion of the University:

9.24. University may take a decision about the non-purchase of the said equipment even after the selection of a vendor due to internal reasons.

9.25. University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading the technical bid for verification and evaluation of the tender.

9.26 University reserves the right to relax any clause as stated hereinabove for the selection of a responsive vendor.

10. **Important dates:**

Sl. No	Particulars	Date &Time
1	Date of publication E-tender	19.11.2024 (17.00 hrs.)
2	Document download start date & time	19.11.2024 (17.00 hrs.)
3	Document download end date & time	06.12.2024 (16.00 hrs.)
4	Bid submission start date & time	19.11.2024 (17.00 hrs.)
5	Last date & time of online submission of Technical Bid & Financial Bid	06.12.2024 (17.00 hrs.)
6	Date & time of opening of Technical Bid in the office of the Finance Officer, KNU, Asansol	**To be notified later**
7	Date of uploading of list of technically qualified Bidder(Online)	**To be notified later**
8	Date& time of opening of financial Bid in the office of the Finance Officer, KNU, Asansol	**To be notified later**
9	Date of uploading of list of Bidders along with the approved rate	**To be notified later**

11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

A financial bid can be seen & accessed by the bidder through the NIC Portal online after the opening of the financial bid online. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

12. During the scrutiny, if it comes to the notice to 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.

13. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable circumstances and no claim in this respect will be entertained.

Sd/-

Estate Officer (Additional Charges)

Annexure-1

FURNISHING BASIC INFORMATION- (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
	Professional Tax Registration No. (Please enclose copy of Professional Tax)	
	Registration Certificate along with Commencement Certificate /Partnership Deed (Please enclose copy of Certificate, if yes)	Yes/No (Please put tick mark)
8	Do you have previous experience for providing similar service at Educational Institute of Higher Learning OR any government office(Please enclose copy of Work Order& user list, if yes)	Yes/No (Please put tick mark)
9	Income Tax Returns submitted for the Financial year 2020-21(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2021-22(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2022-23(Please enclose copy)	Yes/No (Please put tick mark)
10	Annual Turnover as per Audited Accounts / Accounts Certified by Chartered Accountant	2020-21: Rs……

		2021-22 : Rs ……. 2022-23: Rs…… Average Annual Turnover: Rs……

For and on behalf of

(Signature of Authorised Signatory)

Name:

Designation:

Seal:

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

To
The Registrar
Kazi Nazrul University, Asansol

Sub: **Tender for the Procurement and Installation of Equipment for the department of Animal Science through DBT funded project (No.BT/PR50228/MED/29/1651/2023)**

Ref: Tender No……dated……..

Sir,

Having examined the pre-qualification & other documents published in the Tender No…….. Dated ……., I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....in the capacity of …… duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.

2. We accept the terms and conditions as laid down in the tender document vide Clause 9 and declare that we shall abide by it throughout the tender period including its extensions, if any.

3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time

4. We are offering rate for the following item /items and assured supply to the Kazi Nazrul University

5. In the event of being selected, we will make the supply within the stipulated period excepting the condition which is beyond our control.

Date:

Signature and name of applicant

Including title and capacity in which

Application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/Proprietor/Partner) from the competent authority)

(To be furnished in the company's official letter pad with full address and contact no, E mail Address etc.)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. …… (Name), Employee of this organization as …… (Official Designation) is hereby authorized to submit tender online, Vide Ref. No. ……, dated ……..on behalf of the Organization.

WHEREAS _____ who are official producers of _____ and having production facilities at _____ do hereby authorize _____ located at _____ (hereinafter, the "Bidder") to submit a bid of the following Items produced by us, for the Supply Requirements associated with the above Invitation for Bids. When resold by _____, these products are subject to our applicable standard end user warranty terms. We assure you that in the event of _____, not being able to fulfil its obligation as our Service Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements. We also confirm that _____is our authorized service

provider/system integrator and can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued within 3 years from the day of this letter. We assure availability of spares for the products for the next two years after three years warranty.

We also confirm that the material will be delivered as per delivery schedule against above mentioned tender from the date of placement of confirmed order.

Name In the capacity of

Signed

Duly authorized to sign the authorization for and on behalf of _____

Dated on _____ day of_____202

Note: This letter of authority must be on the letterhead of the Manufacturer and duly signed by an authorized signatory.

ANNEXURE IV

(Affidavit Performa)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt..... the Managing Director/Proprietor (etc.) of the firm..... (Name of the firm) at (address)..... do hereby

Solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Instruments/ Equipment's/ or other items to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of Instrument's/Equipment or any other items 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).

3. That, I 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.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s)

ANNEXURE V

(Affidavit Performa)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

DECLARATION ON KNU

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per KNU and I will observe all clauses of the KNU (including Terms & conditions).In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by the Kazi Nazrul University for taking decision related with the tender.

Full signature of the Person (Designation with Seal)

Date:

Place: