

Department of Botany
Visva-Bharati
Santiniketan
Tender Notice No:SB/Bot/DBT/SRB/2017-2018/03

Notice inviting Tender (NIT) for procurement of UV-VIS Spectrophotometer

Prof. Swadsh Ranjan Biswas, PI, DBT funded project (Project No.BT/PR16246/GET/119/73/2016 dated 07.06.2017), Department of Botany, Visva-Bharati, Santiniketan-731235, West Bengal, intend to purchase one UV-VIS spectrophotometer as per specifications enclosed in **Annexure-A**.

Sealed bidding documents (**Technical Bid and Price/Financial Bid along with Tender fees of Rs. 500/- and EMD of Rs. 25,000/-**) duly filled in as per the instructions of the Tender Document should be addressed to Prof. Swadsh Ranjan Biswas, PI, DBT funded project (Project No. BT/PR16246/GET/119/73/2016 dated 07.06.2017), Department of Botany, Visva-Bharati, Santiniketan-731235, West Bengal and must be reached latest by **5:30 P.M. on 25.11.2017**.

The sealed bidding documents should be delivered to Prof. Swadsh Ranjan Biswas, PI, DBT funded project (Project No. BT/PR16246/GET/119/73/2016 dated 07.06.2017), Department of Botany, Visva-Bharati, Santiniketan-731235, West Bengal by the stipulated date and time. The Tender documents can be downloaded from the office website www.visva-bharati.ac.in. Those bidders who wish to download the tender documents from the office website should furnish the tender fee of Rs. 500/- through bank draft/pay order along with the bidder documents and EMD.

The technical Bids shall be opened in the Department of Botany premises **at 11 A.M. on 07.12.2017** and, by the committee authorized by the competent authority of Visva-Bharati in the presence of such bidders who may like to be present. The financial/price bids of only those bidders who's Technical bids are accepted, shall be opened by the committee authorized for this purpose. The financial bids of the technically qualified bidders will be opened **at 11 A.M. on 09.12.2017**.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of Visva-Bharati shall be final and binding.

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati

TECHNICAL PROPOSAL SUBMISSION FORM
LETTER OF BID

Date.....

To

Prof. Swadesh Ranjan Biswas
Principal Investigator
Department of Botany
Visva-Bharati
Santiniketan-731235

Ref: Invitation of Bid no..... dated.....

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents
2. We offer to execute the supply order for equipment in conformity with the Bidding Documents
3. Our bid shall be valid for at least a period of 60 days from the date fixed for the bid submission deadline in the accordance with the Bidding Documents and it shall remain upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corruption, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive.

Yours sincerely

Authorised signatory

Full name and designation

To be printed on Bidder's letterhead

Authorised person shall attach a copy of Authorization for signing on behalf of bidding firm/company.

INSTRUCTION TO THE BIDDERS ANF GENERAL TERMS AND CONDITIONS

- 1.1 For the bidding/tender document purposes, the Principal Investigator, DBT funded project, Department of Botany, Visva-Bharati be referred to as purchaser and the bidder/successful bidder shall be referred to as supplier and/or bidder or interchangeably.
- 1.2 The sealed bidding documents should be delivered to Prof. Swadesh Ranjan Biswas, PI, DBT funded project, Department of Botany, Visva-Bharati, Santiniketan by the stipulated date and time. The tender documents may be downloaded from the office website www.visva-bharati.ac.in. Those bidders who wish to download the tender documents from the website should furnish the Tender cost Rs. 500/- through Bank Draft/Pay Order along with the bidding Documents and EMD of Rs. 25,000/- .
- 1.3 **While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully.** No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 Each page of the tender documents must be stamped and signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the purchaser. No page should be removed/ detached from this bidding document.
- 1.5 The bidder shall attach a copy of the authorization letter/power of attorney as the proof of authorization for signing on behalf of the bidder.
- 1.6 All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of contract, the bids not meeting the essential qualification requirements, Technical Bids not accompanied with Tender fee and EMD of requisite amount , or any other requirements, stipulated in the tender document are **liable to the rejection**.
- 2.1 You are requested to submit the bid for scientific equipment latest **by 5:30 P.M. on 25.11.2017** in the form of sealed bid under **Two Bid systems (Technical Bid and Price Bid)**. Technical bid should consist of all the technical details along with commercial terms and conditions, and price bid should indicate the price of the item mentioned in technical bid.
- 2.2 Technical bid and price bid must be sealed by the bidder in separate envelope duly super-scribed "Technical bid for (name of farm/tender name)" and "price bid for (name of farm/tender name)". Both the sealed envelopes are to be put in the bigger envelope which should also be sealed and duly super-scribed, "bid for (name of farm/tender name)". Filled in bid will be sent through courier / speed post only. By hand /personal submission of bid will not be allowed. Fax / e-mail/ conditional bid will not be considered. No personal communication will be entertained and any information regarding the bid will be published in our web site (www.visva-bharati.ac.in).
- 2.3 The PI, Visva-Bharati, Santiniketan-731235 does not pledge himself to accept the lowest or any tender and reserve the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the supply at the rate quoted by you.
- 2.4 Acceptance by the purchaser shall be communicated in the due course.
- 2.5 **Period for which the offer will remain open:**

All tenders should valid for acceptance for a period of at least 60 days from the date of opening of the tender.

Quotation Qualified by such vague and indefinite expression such as “Subject to immediate acceptance, Subject to prior sale” etc. will not be considered.

3.1 **Tender fee and earnest money:** The tenderer shall have to deposit tender fee and earnest money as mentioned in the NIT failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of Accounts Officer, Visva-Bharati payable at Santiniketan. No cheques will be accepted.** In the event of the withdrawal/ revocation of tender before the date specified for acceptance, the earnest money shall stand forfeited. The earnest money will however, be returned without interest to the tenderer, whose tender is not accepted.

3.2 **Performance Security: Successful bidder will have to deposit performance security @10% of the total cost of equipment** immediately after receipt of the purchase order, which will be refunded within one month of expiry of warranty period after satisfactory performance of the scientific equipments within warranty period. There will be no accrued interest of such deposit.

The performance security shall be in one of the following forms and valid till 60 days after the warranty period.

- a. A Bank Guarantee by a Nationalized/Scheduled bank located in India or
- b. A Banker’s Cheque or Account Payee demand draft in favour of Accounts Officer, Visva-Bharati, Santiniketan or Prof. Swadesh Ranjan Biswas, Department of Botany, Visva-Bharati, Santiniketan.
- c. A fixed Deposit Receipt pledged in favour of Accounts Officer, Visva-Bharati.

4.1 **Responsibility for executing supply:** the supplier is to be entirely responsible for the execution of supply order in all respect in accordance with the terms & conditions as specified in the acceptance of tender.

4.2 Supplier shall not sublet, transfer, assign the contract or any part thereof without the written permission of Prof. Swadesh Ranjan Biswas, Department of Botany, Visva-Bharati, Santiniketan. In the event of the contractor/supplier contravening the condition, Prof. Swadesh Ranjan Biswas, Department of Botany, Visva-Bharati, Santiniketan may sustain in consequence for arising out of such replacing of the contract.

4.3 If the supplier fails in fulfilling above mentioned terms & conditions, such failure will constitute a breach of the contract and Prof. Swadesh Ranjan Biswas, Department of Botany, Visva-Bharati, Santiniketan shall be entitled to make other arrangement at the risk and expense of the supplier.

5.0 **Essential Qualification Requirements:**

The following shall be the minimum eligibility criteria for the selection of bidders technically.

5.1 Bids from Original Equipment Manufacturer (**OEM**) or their authorized distributor/dealer are preferred. If the firm is not OEM, it should have sufficient expertise and experience in the subject tender with sound warranty/technical and manpower service support capability (Enclose supporting documents). **A valid authorization stating dealership/distributorship certificate from OEM must be enclosed** along with Technical Bid. The Authorization should be on the letterhead of the OEM and should be signed by a competent person of the manufacturer.

5.2 Submission of duly filled in and signed **Compliance Certificate (as per Annexure-D)** are must with the Technical Bid.

- 5.3 Credential for dealing with scientific equipment for at least three years along with list of clients to whom such equipment were supplied (Government Organization preferable). The firm must have an **Annual turnover for at least Rs. 1 Cr.** during last three consecutive years supported by the Audited Balance sheet/Audited Statement (2014-15 to 2016-17).
- 5.4 Self attested copy of Registration Certificate of the firm/company and PAN should be submitted. Copies regarding **recent tax clearance certificate** of GST, CST, VAT, Service Tax, P. Tax, etc as applicable should also be provided.
- 5.5 Technical Bid should accompany necessary Tender fee and EMD as per tender document.

6.1 **Right to accept/reject:**

The HOD, Department of Botany reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the HOD, Department of Botany reserves the right to award any or part or full contract to any successful agency as its discretion and this will be binding on the tenderer.

7.1 **Warranty:**

The Supplier warrants that all the Goods are new, unused and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in India.

Unless otherwise specified, the warranty shall remain valid for twelve (12) months after the equipments has been delivered and successfully installed at the final destination.

The Purchaser shall give notice to the supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

Upon receipt of such notice, the Supplier shall, within a reasonable period of time, expeditiously repair or replace the defective Goods or part thereof, at no cost to the Purchaser.

If having been noticed, the Supplier fails to remedy the defect within a reasonable period of time, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the Supplier under Contract.

Goods requiring warranty replacements must be replaced on free of cost basis to the purchaser.

7.2 **Comprehensive Annual Maintenance Contract (CAMC):**

The bidders should quote year-wise CAMC (labour and spares) charges for three years after completion of warranty to cover complete system.

7.3 **Installation:**

The bidder should have installed same model successfully in India, preferably in the Government Institute/Scientific research laboratory/Educational Institute or Governmental hospital, a copy of satisfactory performance certificate of the same model is to be enclosed along-with the bid.

7.4 **Firm should give an undertaking that they have not supplied the quoted equipment at lower than to this in other institutions.**

7.5 **Service:**

Details of registered service centre(s) located at Bolpur/Kolkata along with address and their telephone numbers to be provided in the technical bid.

7.6 **Spare parts availability:**

Principal Manufacturer should give an undertaking regarding the spare parts availability for next 10 years.

8.1 **Price of the equipment:**

- a. The price should be as per description given in the Financial Bid (**Annexure-C**). The price of CAMC for three years after expiry of warranty/guarantee period should be given in the price bid only.
- b. The tender will not be considered without the offer of CAMC for quoted scientific equipments. Rates of CAMC will be considered for ranking purpose. In case of CAMC, the rates should be quoted inclusive of spares. **Only technical bid shall be opened first and shall be referred for the technical evaluation. The price bid of only those bidders whose technical bid is found accepted by the Technical Evaluation Committee will be opened by the Departmental Purchase Committee for further action.**
- c. Rates quoted should be inclusive of the cost of furniture items, freight, insurance, packaging, forwarding, excise duty/custom duty etc. as well as charges for installation and commissioning with all the men and material required for the same. No other charges in addition will be payable on any account over and above the lump sum price quoted. Price variation clause will not be accepted.
- d. The rates quoted in ambiguous terms such as “freight on actual and exemption eligibility applicable to the University and shall advise the purchaser and quote accordingly basis” or “packaging/forwarding extra” will render the bid for rejection irrespective of its gradation in respect of lump sum price quoted. Bidders in their own interest shall ascertain **the eligibility of whatsoever concession is available. Visva-Bharati can provide DSIR Certificate, if applicable.**

9.1 **Delivery Terms:**

- a. The delivery of the stores/ execution of order etc are required **within a period of four weeks from the date of issue of purchase order.**
- b. The tenderer shall deliver the stores/execute the order at the Department of Botany, Visva-Bharati, Santiniketan.
- c. **Time for and date of delivery:** The time for and date of delivery of the stores/date of execution of work as stipulated shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified.
- d. Prof. Swadesh Ranjan Biswas, PI, DBT funded project, department of Botany, Visva-Bharati, Santiniketan may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots, etc.

10. **Payment Terms:**

100% payment within 30 days from the date of delivery, installation and acceptance subject to submission of Performance Security.

11. **Arbitration:**

In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to the Arbitration appointed by the competent authority of Visva-Bharati. The procedure of Arbitration will be governed by provisions Arbitration Act 1996.

12. **Governing Language:**

The contract will be written in **English language** which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in English language only.

13. **Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subjected to place of jurisdiction as indicated below.

14. **Jurisdiction:**

The place of jurisdiction is Bolpur/Suri Court and Calcutta High Court.

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati

Special terms and Conditions

1. Only Manufacturers or their Authorized Distributor//Dealer whose item is being quoted will be considered.
2. Only appropriate model as per specifications should be quoted. **Alternate offer(s), is any, must accompany with the additional requisite EMD, failing which only first offer will be considered for evaluation.**
3. The firm should provide the complete address along with telephone no., e-mail and fax no. Of the Service Centre from where after sales service would be provided.
4. The equipments must be warranted for a minimum period of 12 months from the date of satisfactory Installation or 14 months from the date of delivery.
5. A certificate about satisfactory performance and quality of after sale services of the equipments duly authenticated by the HOD of the Institution must be furnished. **Installation or users list will not be considered as performance certificate.**
6. **While calculating the lowest price of the equipment, the unit cost of the equipment with taxes and 3 years CAMC will be considered. However, work order for CAMC will be issued separately in due course.**
7. **Delivery period will be four weeks** from the date of supply order. The date of delivery will be the date of delivery at consignee site i.e. Department of Botany, Visva-Bharati, Santiniketan.
8. If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall inform the consignee in written about the same and it's likely duration and makes a request to the consignee for extension of the delivery schedule accordingly with no increase in price at any account. The consignee, at its discretion, may agree to extend the delivery schedule with or without late delivery charges. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and/or any other expense related to such supply shall lie against the consignee.
9. **If the supplier fails to deliver the goods within the time frame, the consignee shall, without prejudice, deduct from the contract price, a sum equivalent to 0.5% per week of delay or part thereof, subject to maximum of 10% of award value. Once the maximum is reached, the EMD may be forfeited.**
10. **The tenderer must enclose an undertaking by the manufacturer of the equipments for servicing the items and supply of spare parts whenever required at least for 10 years, or as mentioned in the specifications, after completion of warranty.**
11. The firm must ensure to keep the scientific equipments in working order throughout the year.
12. In the event of event of scientific equipments, covered under CAMC, going out of order, the fault shall have to be attended within 48 hours of lodging the complaint. In case of equipments is not restored in functional order within a week, a penalty of 0.5% of total cost of CAMC of the equipments per day for the period of equipments remaining out of order will be levied during CAMC.
13. During the warranty period, in the event of equipments remaining out of order beyond a period of 48 hours of lodging the complaint, a penalty to extent of 0.25% of purchase value of the equipment shall be levied for each day of the equipments remaining non functional beyond permissible limit.
14. Either the authorized distributor/dealer on behalf of Principal/OEM or Principal/OEM itself can bid, but both cannot bid simultaneously for the same item in the same tender.
15. If an agent submit bid on behalf of Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item.
16. Compliance certificate to any standard, if any, as mentioned in the specification must also be enclosed with the technical bid.

17. Prof. Swadesh Ranjan Biswas, Department of Botany, Visva-Bharati, Santiniketan reserves the right to decrease/increase the quantity of any item or reject/accept any or all tenders without assigning any reason thereof. No correspondence will be entertained in this regards.
18. In case of foreign origin equipment CIF at Kolkata value and FOB at Department of Botany, Visva-Bharati, Santiniketan should be quoted.
19. The rate offered by the bidder will be valid for at least Six months from the date of issue of work order or date of opening of FDD (in case of foreign purchase) whichever is later.
20. Please note that the exchange rate (in case of foreign purchase) in the financial bid otherwise exchange rate for the foreign currency on the opening date of tender will be considered for evaluation of lowest bid.
21. The vendor will arrange for on-site training for operation of equipment at own cost.
22. The decision of Purchase Committee will be final and cannot be challenged in any Court of Law.
23. Effort to personal influence of any nature to the Purchase Committee's decision will result cancellation of the bid.
24. Filled in tender will be sent through courier/speed post only. By hand/personal submission of tender will not be allowed. Fax/e-mail/conditional tender documents will not be considered.
25. The bidder should submit self declaration to the effect that he is free from any encumbrance and has no case of legal convection in any form.

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati

Tender Notice No: SB/Bot/DBT/SRB/2017-2018/03

Name of the Equipment with Specifications

SPECIFICATIONS FOR UV-VIS SPECTROPHOTOMETER

- Optical Design :-Dual/Double Beam – Internal Reference Detector
- Spectral Bandwidth:- 1.8 nm
- Light Source :-(Typical Lifetime) Xenon Flash Lamp (3 years guaranteed)
- Detectors :-Dual Silicon Photodiodes
- Wavelength Range:- 190–1100 nm
- Wavelength Accuracy:- ± 1.0 nm
- Wavelength Repeatability:- ± 0.5 nm
- Slew Speed:- 11,000 nm/min
- Scan Speed :- 1–4200 nm/min
- Data Interval for Scanning 0.2, 0.5, 1.0, 2.0, 3.0, 5.0 nm
- Photometric Linear Range Up to 3.5 A at 260 nm
- Photometric Accuracy :- ± 0.005 A at 1.0 A. Meets EP ± 0.010 A Accuracy w. K₂Cr₂O₇
- Photometric Noise :-<0.00025 at 0.0 A; <0.00050 at 1.0 A; <0.00080 at 2.0 A; RMS at 260 nm
- Photometric Drift :-<0.0005 A/hr
- Stray Light :-<0.08%T at 220, 340 nm (NaI, NaNO₂); <1.0%T 198–200 nm (KCl)
- Display Graphical with LCD backlight
- Instrument must have the Automatic 6 cell changer as a standard accessory.
- Instrument must be capable to upgrade it for the biological applications like DNA, RNA Proteins Analysis Etc.
- A pair of quartz cuvette (0.1 ml) should be quoted

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati

Tender Notice No:
Tender for procurement of.....
Technical Bid

1.	Name of firm and type of firm	
2.	a.	Full Postal Address
	b.	Cell phone No
	c.	Telephone No
	d.	Fax No
	e.	Email Id
3.	Name and address of your Bankers stating the name in which the account stands.	Name of Bank
		Name of Branch
		A/C No and type
		IFSC code No
4.	Are you in the list of approved vendors of any other Government organisation/Institutions, if any give details?	MICR No
5.	Any other information which you consider necessary to furnish	

List of documents to be submitted mandatorily.

Sl. No.	Documents	Submitted (Yes/No)
1	Authority letter from the competent authority with respect to name, designation and specimen signature of the representative signing the tender document/authority letter	
2	Copy of self attested Registration Certificate, PAN, GST etc.	
3	Undertaking indicating that they have not supplied the said equipment to any individual, Government or Private institution at the rate lowers than the quoted rate.	
4	Authorization Certificate from the Principal/Manufacturer that spares and any other miscellaneous items (as applicable) equipment quoted will be freely available for at least ten (10) years after the expiry of warranty/guarantee period.	
5	Undertaking from the manufacturer certifying that they will provide the CAMC even when agent is changed.	
6	A certificate about satisfactory performance report of the equipment and quality of after sales service duly authenticated from existing users of the equipment.	
7	Compliance certificate to any standard if any, as mentioned in the specification.	
8	Technical comparative statement of quoted model with specifications mentioned in Annexure-A.	
9	Catalogue of quoted equipment with basic features/specifications.	
10	Self-attested copy of other documents in proof of having fully adhered to minimum eligibility criteria as referred to under General Terms and Conditions.	

Note: All documents may be enclosed serially as mentioned above.

Place: Santiniketan

Date:.....

Principal Investigator
 DBT-Funded Project
 Department of Botany
 Visva-Bharati

**Tender Notice No.....
Price schedule for supply of
Financial Bid**

Sl. No.	Particulars of quoted equipment	Rate per unit	Quantity	Total Amount
1.	Name of equipment			
	Model of quoted Equipment			
	Make of quoted equipment			
2.	Taxes/Duties as or if applicable @			
3.	CAMC for 3 years after expiry of Warranty			

Total amount (in words)

.....

Visva-Bharati can provide DSIR Certificate, if applicable.

Place:

Date:

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati

Annexure-D

Compliance Certificate (Check List) (To be enclosed in the Technical Bid)

The firm is requested to follow the check list at the time of submission of tender document without which the offer is liable to be cancelled.

Sl. No.	Documents	Submitted (Yes/No)
1	Tender Fee and Earnest money deposit (EMD) by demand draft only	
2	Copy of Registration Certificate of the firm/company, self-attested PAN, GST etc.	
3	Undertaking indicating that they have not supplied the said equipment to any individual, Government or Private institution at the rate lowers than the quoted rate.	
4	Authorization Certificate from the Principal/Manufacturer that spares and any other miscellaneous items (as applicable) equipment quoted will be freely available for at least ten (10) years after the expiry of warranty/guarantee period.	
5	Undertaking from the manufacturer certifying that they will provide the CAMC even when agent is changed.	
6	A certificate about satisfactory performance report of the equipment and quality of after sales service duly authenticated from existing users of the equipment.	
7	Compliance certificate to any standard if any, as mentioned in the specification.	
8	Technical comparative statement of quoted model with specifications mentioned in Annexure-A.	
9	Catalogue of quoted equipment with basic features/specifications.	
10	Warranty period mentioned.	
11	Submission of other documents in proof of having fully adhered to minimum eligibility criteria as referred to under General Terms and Conditions.	

Place:

Date:

Principal Investigator
DBT-Funded Project
Department of Botany
Visva-Bharati