

Notice Inviting Tenders (NIT)

VISVA-BHARATI



Siksha-Bhavana (*Institute of Science*)
Santiniketan 731 235

DEPARTMENT OF CHEMISTRY

Date: 09.07.2019

Notice inviting tender for Supply & Installation of Ultrasonic Bath by Dr. Biswajit Dey, Department of Chemistry, Visva-Bharati Project Ref. 14(Sanc.)/ST/P/S&T/15G-18/2018 dated 29/01/2019.

LAST DATE OF TENDER SUBMISSION: 29.07.2019 (MONDAY), TIME-10 AM

Dr. Biswajit Dey, Department of Chemistry, Siksha Bhavana, Visva-Bharati, Santiniketan, Principal Investigator of West Bengal Science & Technology and Biotechnology Department Project entitled “**Exploration of different applications of functional supramolecular metal-organic crystals and gel materials**” invites tenders in **Two Bid system** (Technical & Financial) for **Supply & Installation of a multiple frequency Ultrasonic Bath** from reputed manufacturers and/or their authorized dealers/agents. Before submitting tenders the interested bidders are requested to carefully go through the terms and conditions of the tender notice as detailed below and specifications of the equipment, to avoid cancellation of the tender.

Bidding documents (Technical Bid and Financial Bid) duly filled in as per the instructions of the Tender Document must be uploaded through CPP Portal of Government of India only before working hours of 29th July, 2019 (Monday). The bidding documents should be uploaded in the portal as per the Government rule. Only the original Demand Drafts, if any, may be sent to Dr. Biswajit Dey, PI, STBD Project Department of Chemistry, Siksha Bhavana, Visva-Bharati, Santiniketan 731 235 in sealed envelope within the stipulated date and time.

The Technical Bids shall be opened at the Office of the Head, Department of Chemistry, Visva-Bharati at 10 am on 30.07.2019 (TUESDAY) by the Committee authorized by the competent authority of the University.

The EMD amount has been fixed Rs. 3,500/-.

List of minimum documents required:

1. The tenderer should clearly mention whether they are manufacturer or authorized dealer/agent of manufacturers. In the case of dealer/distributor/agent latest letter of authorization from the manufacturer should be submitted along with the technical bid.
2. Technical bid should be enclosed with the copy of following documents
 - i. Trade license, Manufacturing license, Import license (if applicable) and any other licenses required in the related field.
 - ii. Company Registration certificate, Partnership deed (in case of Partnership firm), Power of Attorney (if required), Dealership or Authorization certificate (in case of dealer/agent) from the manufacturer.
 - iii. PAN and GST.
 - iv. Attested copy of Registration certificates of the firm/company and GST details should also be submitted.
 - v. Credential for dealing with business of above sophisticated scientific equipments for at least three years with list of clients to whom such equipments were supplied including Government organization. Annual turnover should be at least Rs.0.5 crore during last three consecutive years supported by the Audited Balance Sheet.
 - vi. Details of the company from which the Indigenous items (if required) will be procured.
 - vii. Soft copy of the technical bid.
 - viii. Earnest Money Deposit of Rs. 3,500/-.

SECTION - I

INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding/Tender Document Purposes, Dr. Biswajit Dey, PI, STBD Project (14(Sanc.)/ST/P/S&T/15G-18/2018 dated 29/01/2019), Department of Chemistry, Visva-Bharati shall 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 Dr. Biswajit Dey, PI, STBD Project (14(Sanc.)/ST/P/S&T/15G-18/2018 dated 29/01/2019), Department of Chemistry, Visva-Bharati by the stipulated date and time.
- 1.3 The Bidder is advised to check the Tender Documents carefully before submission of bid. No claim on account of any errors detected later 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 Tender issuing authority. No page should be removed/detached from the bidding document.
- 1.5 The bidder shall attach the 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 Requirement/Minimum Eligibility Criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.

2. ESSENTIAL QUALIFICATION REQUIREMENTS/MINIMUM ELIGIBILITY CRITERIA

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

- a. The Bidder should be an Original Equipment Manufacturer (OEM) or an authorized firm of reputation having sufficient expertise and experience in the subject tender with sound warranty/service support capability and authorisation from Manufacturer/Distributor.

Manufacturer shall have comprehensive production facility with test centres duly recognised by Government Agencies/Organisation.

- b. The tenderer should clearly mention whether they are the OEM or authorised dealer/agent of the manufacturers. In the case of dealer/distributor/agent, latest letter of authorisation from the OEM should be submitted along with the Technical Bid.
- c. Submission of duly filled in and signed compliance certificate (as per Annexure – IIA & IIB) are must with the Technical Bid.
- d. Bidder should have experience in supplying products to national institutes like IITs, NITs, Central

universities, other universities and Institute of National importance. Documents regarding the supplies should be provided with the Technical Bid. (Minimum supply of 5 such customers to be mentioned). Bidder should enclose the said credential statement of service.

- e. Attested copy of Registration certificates of the firm/company and GST details should also be submitted.
- f. Technical Supporting Staff – The bidder should have trained and qualified customer support staff with ample experience in the required field. Complete details of branch offices and support staff should be provided.

3. **VALIDITY OF BIDS**

- 3.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 3.2 The Client may request for extension for another period of 60 days, without any modifications and without giving any reason thereof.

4.1 **TECHNICAL BID:**

Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria, Valid EMD of requisite amount.

Documents comprising the Bid:

- a) Technical Bid Submission **Form** duly signed and printed on **letterhead** of the bidding firm/company.
- b) Signed and Stamped on each page of the tender document.
- c) Earnest Money Deposit of Rs. 3,500/-.

Earnest Money Deposit (EMD) in the form of account payee D/D drawn in favor of the Accounts Officer, Visva-Bharati, payable at State Bank of India, Santiniketan Branch, must be enclosed with Technical bid. Tender will be considered cancelled without EMD. No interest is payable on the EMD. EMD of unsuccessful bidders will be released within 30 days of issuance of purchase order.

- d) All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred to above.

4.2 **Financial Bid:**

Bidder should prepare financial Bid in the Price Schedule (**Annexure – IV**) as provided in the Tender document.

5.0 **LATE BIDS:**

Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

6.0 **BID OPENING PROCEDURE**

- 6.1 The Technical Bids shall be opened at the Office of the Head of the Department of Chemistry of Visva-Bharati at 10 am on **30.07.2019 (TUESDAY)** by the Committee authorized by the competent authority of the University.

- 6.2 The financial bids of only those bidders, whose Technical Bids are qualified, shall be opened by the Committee authorized for the purpose.
- 6.3 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meets the minimum eligibility criteria as specified in the Tender Document.
- 6.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in the absence of such notification, the bids will be opened on next working date, time and venue remaining unaltered.
- 6.5 Back up spares – The supplier has to confirm supply of back-up spares for a minimum period of 10 years.
- 6.6 After sales service – The vendor should clearly state the available nearest after sales service facilities in the region, without which the offer will be rejected.
- 6.7 Genuine Pricing – Vendor is to ensure that quoted price for the particular item is not more than the price quoted to any other customer in India particularly to Central Universities, IITS, NITs and other Govt. Organisations. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.

SECTION - II

GENERAL CONDITIONS OF CONTRACT

1. Delivery: Delivery of goods at the Laboratory of Dr. Biswajit Dey, Departmenty of Chemistry, Visva Bharati, Santiniketan-731235, West Bengal, India
2. Payment terms: 100% payment shall be made against delivery, installation and satisfactory performance of the supplied item.
3. Currency: Rates to be quoted in INR and should be on F.O.R. Visva-Bharati at working site on Door Delivery basis and include costs of installation (if any). Rate is to be quoted only in the price bid. The university will provide the DSIR Certificate, Authorization letter and other documentations required for customs clearance of the imported equipment.
4. Indian companies quoting on behalf of foreign principals should provide valid and up to date Authorization letter.
5. In the financial bid besides the price, bidders should submit at least three years warranty w.e.f. the date of installation of the instrument.
6. Visva-Bharati reserved the right to reject any/all quotations without explaining any reason and doesn't bind himself to accept the lower bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.
7. For further details, the supplier may contact to Dr. Biswajit Dey, Department of Chemistry, Visva-Bharati.
8. All judiciary related issues regarding the purchase procedure should be resolved at the local judiciary support of Bolpur Court, Birbhum, West Bengal, India (if any judiciary related problem may arise).

Annexure I

Sl No	Name of Instrument with Specifications	Unit required
1	<p><u>Ultrasonic Bath</u></p> <p align="center"><u>MULTIPLE FREQUENCY ULTRASONIC BATH</u></p> <p>Multiple frequency (not less than three) based Ultrasonic Bath with following features:</p> <ul style="list-style-type: none"> ·Complete Digital display for time and temperature setting ·Fully microprocessor controlled and programmable ·Over-voltage and over-current protected ·Low-level water protection ·Standard basket and lid made by Stainless steel ·Standard Power supply: AC220v±10%, 50/60Hz; <p>Specifications:</p> <p>Capacity: Minimum 6 Litres Adjustable Frequencies (in KHZ): Minimum 3 adjustable frequencies (From 45 to 100) Time Range (in Min): From 1 to minimum 450 Heating Temperature: From 10 to minimum 75 °C Ultrasonic Power: Minimum 180 W Heating Power: Around 400 W Minimum Internal Size (mm): 300×150×150</p> <p>Certifications: CE, CSA</p>	One

ANNEXURE – II(A)

COMPLIANCE CERTIFICATE FOR NIT TERMS
(To be enclosed in the Technical bid)

Sl. No.	NIT Terms and Conditions	Yes/No
01	Rate quoted as per instruction	
02	AMC rate after warranty provided	
03	Validity of quoted rate for 120 days agreed	
04	EMD submitted / Appropriate certificate enclosed	
05	PBG term agreed	
06	Payment term agreed	
07	Delivery terms agreed	
08	Warranty period mentioned	
09	Literature: Printed Literature provided	
10	Dealership/distributorship certificate (in case of dealers/agents) provided	
11	Details of supply to other Institutes of National Importance provided	
12	Details of Technical Support Staff & Branch Offices provided	
13	Equipment breakdown clause agreed	
14	Spare parts back-up clause agreed	
15	Purchase Order within last 3 years provided	
16	End User List provided	
17	After Sales Service: Address of after Sales Service Centre in India (for imported goods)/in the region provided	
18	Manufacturer certificate provided	
19	ISO/ISI Certificate provided	
20	Applicable law terms agreed	
21	Soft copy of Technical Bid provided	

Signature with Seal
Vendor: M/s.

ANNEXURE – II(B)

**COMPLIANCE CERTIFICATE FOR SPECIFICATIONS
(One for each item, must be enclosed in the Technical bid)**

Item Sl. No.			
Quoted Product	Make	Model No.	
Specifications as per NIQ		Quoted Item Specifications*	Complied/ NDeviation
Parameter	Specification		

Signature with Seal
Vendor: M/s.

*** Vendor must mention the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will to rejection of the tender.**

ANNEXURE - III

CREDENTIAL STATEMENT FORM

(At for a period of last 2 years)

Name of the Firm.....

Order placed by (full address of Purchaser)	Order No. and date	Description the item	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed satisfactorily ? (Attach a certificate from the purchaser/ Consignee)	Contact person along with Telephone No., Fax No. and e-mail address of the Purchaser

Signature and Seal of the manufacturer/Bidder.....

Place:

Date:

ANNEXURE – IV

PRICE SCHEDULE (FINANCIAL BID)

Purchaser: Department of Chemistry
Visva-Bharati,
Santiniketan-731235

Name and address of the **Vendor:**
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.....
.....

(Price should be quoted FOR destination)

Sl.No.	Name of equipment/items	Quantity	Rate	Total value	Taxes & duties (Please specify)	Any other charges(Pl. specify)
	(Specify the Brand and Model No.)					

Total cost (In words)

Note:

1. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
2. Validity of Quotation is to be at least 120 days from the date of opening of Tender.

Date:

Place:

Name & Signature of Authorised Signatory

TECHNICAL PROPOSAL SUBMISSION FORM
(To be printed on Bidder's letterhead)

Date

LETTER OF BID

To
Dr. Biswajit Dey
PI, STBD Project (14(Sanc.)/ST/P/S&T/15G-18/2018 dated 29/01/2019),
Department of Chemistry
Visva-Bharati
Santiniketan-731235

Ref: Invitation for Bid No. **Tender-14(Sanc.)/ST/P/S&T/15G-18/2018 dated 29/06/2019**

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 a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding 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 corrupt, 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 within the due dates

Yours sincerely,

(Authorised Signatory)

Full Name and Designation.....

(Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding firm /company)