

# UNIVERSITY OF GOURBANGA

Established under the West Bengal Act XXVI of 2007

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with „B Grade (2016)]

**P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103**

**The Convener**

**Tender & Purchase Committee,**

**E-mail: [financeofficer@ugb.ac.in](mailto:financeofficer@ugb.ac.in)**



**URL: [www.ugb.ac.in](http://www.ugb.ac.in)**

**Ref. No.: 039/UGB/UE -22**

**Date:-27/05/2022**

## **NOTICE INVITING QUOTATION**

### **ABRIDGED NOTICE INVITING e-QUOTATION**

**e-NIQ No. - UGB/UE / 039/2022, Dated-27/05/2022**

Sealed e-quotations are invited from the reputed vendor(s)/supplier(s)/distributor(s)/dealer(s) for the following Supply and Installation of the Equipments required for the Department of Chemistry for DST-SERB funded project of the University of Gour Banga at Malda, West Bengal, India.

| <b>Sl. No.</b> | <b>Item, Brand &amp; Model</b>             | <b>Description/ specification</b>  | <b>Unit/ Qty.</b> |
|----------------|--|--|-------------------|
| 1              | Fume Hood Chamber<br><br><b>Brand: Any</b> | Description:<br>Size: 4' x2'x2'<br>Construction: Inner chamber is insulated by best quality Heat & Fire proof sheet in Working Walls of Asbestos or FRP,/ hylime sheet Outer body is of Mild Steel finished with powder coated/Epoxy Paint. The Top and back is double walled acts as fume duct. The back also acts as fume duct in open / close system.<br>Work Table: Is fitted with Acid/Alkali resistant Granite<br><br>Door: The door is of heat resistance 4mm toughened glass moves horizontally sidewise / Vertically up and down smoothly through the guide pulley controlled by balanced counter weight suspended in wire rope.<br>Blower System: The exhaust motor blower system is consisting of best quality ¼ or 1/2 HP centrifugal ,motor fitted with anticorrosive FRP impeller<br>Fume Duct (Exhaust): 6' long polypropylene duct pipe of 6" dia to reach the wall from the cub board.<br>Pl. note: We shall provide you 10ft x6" Dia pipe for ducting ,with the main unit.<br><b>Warranty: 01 year</b> | <b>01 No.</b>     |

|                                |   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
|--------------------------------|---|--|------------------|-------|-------------|--------|------------------------|---------|---------------|-----|------------|---------------------------|------------|---|-----------------|----------------------------------|--------------------------------|---------------------|---------|--|-------|
| 2                              | <p>Cyclic voltameter with potentiostat</p> <p><b>Brand: KEITHLEY</b></p> <p><b>Model: 2460-EC</b></p>                                   | <p>IV measurement system with following features is required.</p> <p>System should have sourcing and measurement capability.</p> <p>Max voltage: 100V</p> <p>Voltage resolution: 100 nV</p> <p>Maximum current: 7 A DC at least.</p> <p>Min Current resolution: 1 pA.</p> <p>System should be able to measure voltage, current, power and resistance.</p> <p>System should be able to apply voltage/current in linear sweep, etc.</p> <p>System should have at least 250000-point breading buffer</p> <p>System should have USB, GPIB, Ethernet connectivity options.</p> <p>System should have 5-inch Built-in capacitive Touch screen display. Icon based control to setup measurement, source, and graph display.</p> <p>System should additionally feature of SC cyclic voltammetry.</p> <p>Scan rate: 0.1 mV/s to 3500 mV/s</p> <p>Current ranges: 1<math>\mu</math>A, 100<math>\mu</math>A, 1mA, 10mA, 100mA, to 7A range</p> <p>Max voltage for EC: 5 V.</p> <p>No of cycle: up to 100.</p> <p>System should support cyclic voltammetry, open ckt potential,</p> <p>Current pulse and square wave, chronoamperometry up to 7A, chronopotentiometry up to 20V.</p> <p>Warranty as per Manufacturer Provided.</p> | 01 No.           |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| 3                              | <p><b>Analytical Balances</b><br/>Brand: Metler Toledo</p> <p><b>Model: ML-204T</b></p>   | <table border="1"> <tr> <td>Maximum Capacity</td> <td>220 g</td> </tr> <tr> <td>Readability</td> <td>0.1 mg</td> </tr> <tr> <td>Repeatability, typical</td> <td>0.08 mg</td> </tr> <tr> <td>Settling Time</td> <td>2 s</td> </tr> <tr> <td>Adjustment</td> <td>Internal (automatic/FACT)</td> </tr> <tr> <td>Interfaces</td> <td>USB-B (to device); RS232 (integrated/optional); USB-A (to device); Bluetooth (optional); Wireless Lan (WLAN) (optional); Ethernet (LAN)</td> </tr> <tr> <td>User management</td> <td>Password protection; User Rights</td> </tr> <tr> <td>Temperature accuracy (<math>\pm</math>)</td> <td>2 ppm/<math>^{\circ}</math>C</td> </tr> <tr> <td>Display</td> <td>Pantallatáctil TFT a color de 4,5 pulgadas</td> </tr> </table>   | Maximum Capacity | 220 g | Readability | 0.1 mg | Repeatability, typical | 0.08 mg | Settling Time | 2 s | Adjustment | Internal (automatic/FACT) | Interfaces | USB-B (to device); RS232 (integrated/optional); USB-A (to device); Bluetooth (optional); Wireless Lan (WLAN) (optional); Ethernet (LAN) | User management | Password protection; User Rights | Temperature accuracy ( $\pm$ ) | 2 ppm/ $^{\circ}$ C | Display | Pantallatáctil TFT a color de 4,5 pulgadas | 1 No. |
| Maximum Capacity               | 220 g   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Readability                    | 0.1 mg  |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Repeatability, typical         | 0.08 mg   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Settling Time                  | 2 s   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Adjustment                     | Internal (automatic/FACT)   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Interfaces                     | USB-B (to device); RS232 (integrated/optional); USB-A (to device); Bluetooth (optional); Wireless Lan (WLAN) (optional); Ethernet (LAN) |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| User management                | Password protection; User Rights  |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Temperature accuracy ( $\pm$ ) | 2 ppm/ $^{\circ}$ C   |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |
| Display                        | Pantallatáctil TFT a color de 4,5 pulgadas  |  |                  |       |             |        |                        |         |               |     |            |                           |            |   |                 |                                  |                                |                     |         |  |       |

|                                     |  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
|-------------------------------------|--|---|-------------------------------------|--------|-----------------|----|----------------|-----|-----------------------|-------|---------------|--------|--------------------|--------------------------|--------------------|---|--------------|------|--------------------|---------|--------------------|-----|-------------|--------|-----------------------|--|--------------|--|--------------------------|--------|---------|--------------------------------|-------|------|--------|----------|-------|---------------------------------------|------------|--------|-----------------|-----|--------------------|----------|--|
|                                     |  | <table border="1"> <tr> <td>Minimum Weight (USP, 0.1%, typical)</td> <td>0.16 g</td> </tr> <tr> <td>Legal for Trade</td> <td>No</td> </tr> <tr> <td>Battery Option</td> <td>Yes</td> </tr> <tr> <td>Weighing Pan Diameter</td> <td>90 mm</td> </tr> <tr> <td>Repeatability</td> <td>0.1 mg</td> </tr> <tr> <td>Dimensions (HxWxD)</td> <td>331 mm x 193 mm x 290 mm</td> </tr> <tr> <td>Compliance Options</td> <td>Password protection; Log history (Basic Metadata)</td> </tr> <tr> <td>Balance Line</td> <td>ML-T</td> </tr> <tr> <td>Linearity, typical</td> <td>0.06 mg</td> </tr> <tr> <td>Mettler's Top Pick</td> <td>Yes</td> </tr> <tr> <td>Linearity ±</td> <td>0.2 mg</td> </tr> <tr> <td>Documentation Options</td> <td>Printing; Basic Electronic Documentation</td> </tr> <tr> <td>Applications</td> <td>Back-weighing; Dynamic weighing; Percent weighing; Weighing; Check weighing; Formulation; Totaling; Density; Counting; Factor weighing</td> </tr> <tr> <td>Guaranteed Repeatability</td> <td>0.1 mg</td> </tr> <tr> <td>Housing</td> <td>Die-cast aluminum, plastic ABS</td> </tr> <tr> <td>Price</td> <td>\$\$</td> </tr> <tr> <td>Family</td> <td>Advanced</td> </tr> <tr> <td>Power</td> <td>AC Power supply and battery operation</td> </tr> <tr> <td>Resolution</td> <td>0.1 mg</td> </tr> <tr> <td>Hygienic Design</td> <td>Yes</td> </tr> <tr> <td>Material Number(s)</td> <td>30243397</td> </tr> </table> | Minimum Weight (USP, 0.1%, typical) | 0.16 g | Legal for Trade | No | Battery Option | Yes | Weighing Pan Diameter | 90 mm | Repeatability | 0.1 mg | Dimensions (HxWxD) | 331 mm x 193 mm x 290 mm | Compliance Options | Password protection; Log history (Basic Metadata) | Balance Line | ML-T | Linearity, typical | 0.06 mg | Mettler's Top Pick | Yes | Linearity ± | 0.2 mg | Documentation Options | Printing; Basic Electronic Documentation | Applications | Back-weighing; Dynamic weighing; Percent weighing; Weighing; Check weighing; Formulation; Totaling; Density; Counting; Factor weighing | Guaranteed Repeatability | 0.1 mg | Housing | Die-cast aluminum, plastic ABS | Price | \$\$ | Family | Advanced | Power | AC Power supply and battery operation | Resolution | 0.1 mg | Hygienic Design | Yes | Material Number(s) | 30243397 |  |
| Minimum Weight (USP, 0.1%, typical) | 0.16 g   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Legal for Trade                     | No   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Battery Option                      | Yes  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Weighing Pan Diameter               | 90 mm  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Repeatability                       | 0.1 mg   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Dimensions (HxWxD)                  | 331 mm x 193 mm x 290 mm   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Compliance Options                  | Password protection; Log history (Basic Metadata)  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Balance Line                        | ML-T   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Linearity, typical                  | 0.06 mg  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Mettler's Top Pick                  | Yes  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Linearity ±                         | 0.2 mg   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Documentation Options               | Printing; Basic Electronic Documentation   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Applications                        | Back-weighing; Dynamic weighing; Percent weighing; Weighing; Check weighing; Formulation; Totaling; Density; Counting; Factor weighing |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Guaranteed Repeatability            | 0.1 mg   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Housing                             | Die-cast aluminum, plastic ABS   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Price                               | \$\$   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Family                              | Advanced   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Power                               | AC Power supply and battery operation  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Resolution                          | 0.1 mg   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Hygienic Design                     | Yes  |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| Material Number(s)                  | 30243397   |   |                                     |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |
| 4                                   | <p>Digital Magnetic Stirrer with heating plate</p> <p><b>Brand: IKA</b></p> <p><b>Model: IKA C-MAG HS 7</b></p>                        | <p>magnetic stirrer with heating and ceramic heating plate which offers excellent chemical resistance.</p> <ul style="list-style-type: none"> <li>• Powerful motor for stirring quantities of up to 10 L (H<sub>2</sub>O)</li> <li>• Fixed safety circuit of 550°C</li> <li>• Hot Top indicator &gt;&gt; hot surface warning to prevent burns!</li> <li>• Exact temperature setting via digital display (LED)</li> <li>• Bushing according to DIN 12878 for connecting a contact thermometer, e.g. ETS-D5, enables precise temperature control</li> <li>• Digital error code display</li> <li>• Elevated control panel for protection against leaking liquids</li> </ul>  | <b>1 No.</b>                        |        |                 |    |                |     |                       |       |               |        |                    |                          |                    |   |              |      |                    |         |                    |     |             |        |                       |  |              |  |                          |        |         |                                |       |      |        |          |       |                                       |            |        |                 |     |                    |          |  |

|   |   |  |               |
|---|---|--|---------------|
|   |   | <ul style="list-style-type: none"> <li>• CE compliant</li> <li>• back of 1</li> <li>• <b>manufacturer/tradename</b></li> <li>• IKAMAG HS 7 IKAMAG, 3581200</li> <li>• parameters</li> <li>• 100-1500 rpm speed</li> <li>• 50-500 °C temp. range</li> <li>• <b>overall W × D × H</b></li> <li>• 220 mm × 330 mm × 105 mm</li> <li>• <b>platform size</b></li> <li>• 200 mm × 200 mm</li> <li>• <b>stirrer volume</b></li> <li>• 10 L</li> <li>• <b>weight</b></li> <li>• 11 lb</li> <li>• <b>output</b></li> <li>• 1000 watts (heater)</li> </ul> |               |
| 5 | <b>DESKTOP Brand: HP<br/>Model: S01-PF2008IN</b>                  | C i5 10Gen, RAM-8GB DRR4, SSD 512GB, Monitor 20" LED WIN11+OFFICE, KEY BOARD, MOUSE<br>Warranty as per Manufacturer Provided.  | <b>01 No.</b> |
| 6 | Printer<br><b>Brand : HP<br/>Model: Brother DCP-<br/>L3551CDW</b> | colour Laser All-in-One<br>Warranty as per Manufacturer Provided.  | <b>01 No.</b> |

### **Date & time schedule:-**

| Sl.No. | Particulars  | Date & Time              |
|--------|--|--------------------------|
| 1      | Date of Publishing of e-NIQ & Tender Documents (online) –                              | 28/05/2022               |
| 2      | Documents download/ sell start date & time (online)                                    | 28/05/2022 at 10:00 am   |
| 3      | Prequalification, technical and financial bid submission starting date & time (online) | 28/05/2022 at 10:00 am   |
| 4      | Documents download/sell closing date & time (online)                                   | 20/06/2022 at 12:00 p.m. |
| 5      | Prequalification, technical and financial bid submission closing date & time (online)  | 20/06/2022 at 12:00 p.m. |
| 6      | Date & time of opening of prequalification proposals & technical proposal (online)     | 22/06/2022 at 12.00 P.M. |
| 7      | Tentative date & time of uploading of list of technically qualified bidders (online)   | 23/06/2022 at 12:00 pm   |
| 8      | Tentative date & time of opening of financial bid (online)                             | 23/06/2022 at 01:00 pm   |
| 9      | Tentative date of uploading of list of bidders along with their offered rates (online) | 23/06/2022 at 03:30 pm   |

*Sd/-*  
*The Convener,*  
**Tender & Purchase Committee,**  
**University of Gour Banga,**  
*Malda – 732103*

**Terms and Conditions:**

1. The quotation should be made by the vendors in their original letter head clearly indicating the aforesaid equipments and rates in details having valid trade license and mentioned the serial Number of the BOQ on the top of the envelop.
2. EMD –A sum of Rs.36000.00 (rupees Thirty Six thousand) in the form of CTS Demand Draft from any Nationalized Bank in favour of ‘**University of Gour Banga**’ payable at ‘**Malda**’ is to be attached/uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled.. EMD of unsuccessful bidder be refunded and no interest will be paid against EMD.
3. EMD will be released after Successful Supply and Installation of all the Materials.
4. An amount of 10 % of the total order value shall be retained as security money which shall be released after one (01) year.
5. Taxes shall be deducted as per Govt. norms
6. Price quoted should be inclusive of all taxes i.e GST, & delivery charges up to the department of Chemistry of the UGB.
7. Validity of the quotation will be 01 year from the closing date of the enquiry.
8. Quotationers must as far as possible, arrange to supply the above within the stipulated time to be mentioned in the purchase order after selection. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
9. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return. Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee mentioned above from 11 a.m. to 5 p.m. Tender paper should be addressed to: **The Convener Tender and Purchase Committee, Department of the University Engineer (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.**
10. Intending tenderers/quotationers should produce credentials of a similar nature of supply & installation work of minimum value of Rs. 600000.00 (rupees Six lakhs) in a single work during 5 (five) years prior to the date of issue of the tender/quotation notice. The photocopy of the credential document(s)/certificate(s) is required to be attached/uploaded with the tender documents, otherwise the tender will be treated as cancelled. Only payment certificate or work order will not be treated as credentials. However, payment certificate along with work order will be treated equivalent as credential certificate. Authorised Distributor(s)/ Dealer(s) of Manufacturer may submit/upload their Distributorship/Dealership Certificate which will treated equivalent as credential certificate.
11. Time of delivery shall be reckoned 20 (twenty) days from the date of receipt of work order.
12. Warranty period will be considered as mentioned in the e-NIQ (Manufacturer Provided).
13. Payment will be made through account payee cheque.
14. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.

15. Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during delivery and Installation of such equipment.
16. The University of Gour Banga reserves the right to amend or cancels the scope of the job as well as to modify the terms and conditions of the tender.
17. **Supply of Rate should not exceed MRP of Product.** Price shall be quoted in Indian Rupees (INR).
18. Quantity of materials required may vary as per requirement of the University authority. Quantity required may increase or decrease as per decision taken by the University authority.
19. Recommendation of payment will be done only after successful delivery and Installation of the materials.
20. University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.
21. Bidders are requested to be present at the time of opening of quotations. For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.

**NOTE : Any complain / grievance will have to submit in writing only before the date & time of opening of tender / tenders. No complain / grievance will be entertained after opening of this / these tenders.**

1. No Conditional / Incomplete Tender will be accepted under any circumstances.
2. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
3. Before issuance of the work order, the tender inviting authority may verify the necessary documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances and the earnest money will be forfeiture duly without any prejudice.
4. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
5. If proportionate progress with time is not maintained in any work then any work can be rescind without any further reminder and NO TIME OF EXTENSION will be entertained in any circumstances unless this Department sought for it and submission of tentative bar-charts within three days of date of issue of work order.
6. For a particular work, in 2<sup>nd</sup> Call, Bona fide outsider Contractors may be allowed to participate along with other categories if that tender in 1<sup>st</sup> call cannot be finalized due to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in NIT are not produced by those bidders.

# INSTRUCTION TO BIDDERS

## 1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

### 2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### 3. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC).

## 4. Downloading of Tender Documents

The Bidders can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

## 5. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

### 6. Submission of Tenders.

General process of submission, Tenders are to be submitted through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

## A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

### A-1. Statutory Cover Containing

- i) Prequalification Application
- ii) Earnest Money Demand Draft of Rs. 36,000/- (Thirty SIX THOUSAND) only.
- iii) Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of Gour Banga**, payable at **Malda**.
- iv) Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of Gour Banga**, payable at **Malda**.
- v. Special Terms, condition & specification of works.
- vi. Certificate of revolving line of credit by the Bank (if required).
- vii. **A letter of authorization from the Principal specific (OEM) as proof of manufacturing unit/dealership to the tender should be enclosed**

### A-2. Not statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)

- v) Tax Audited Report in along with Balance Sheet & Profit & Loss A/c for the last three years, (year just preceding the current Financial Year will be considered as year – 1).
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BEARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

| <b>Sl. No.</b> | <b>Category</b>       | <b>Sub-Category Description</b>           | <b>Details</b>   |
|----------------|-----------------------|---|--|
| A.             | CERTIFICATES          | CERTIFICATES                              | 1. GST Registration Certificate & Acknowledgement.<br>2. PAN, I. Tax Return (up to date)<br>3. P. Tax (Challan and Number, Current FY.   |
| B.             | COMPANY DETAILS       | COMPANY DETAILS I                         | 1. Proprietorship Firm (Trade License).<br>Partnership Firm (Partnership Deed, Trade License).<br>3. Ltd. Company (Incorporation certificate, Trade License).<br>4. Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.<br>2. Power of Attorney. |
| C.             | CREDENTIAL            | CREDENTIAL -1<br>CREDENTIAL – 2           | credential of similar nature of job without any reservation for any particular class of contractors  |
| D.             | P/L AND BALANCE SHEET | P/L AND BALANCE SHEET<br>LAST THREE YEARS | Profit and Loss and Balance Sheet (with Annexure in case of Tax Audit – Current F.Y.).   |

**B.Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the amount.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidders.

**07.Rejection of Bid**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to



cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

### **08.Award of Contract**

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

**#NOTE: Successful bidders (i.e. L1 bidders) are requested to submit self- attested hard copies of all documents which were submitted during bidding.**

## **GUIDELINES TO THE TENDERER**

### **Instruction / guidelines for the tenderer for Electronic Submission of the tenders online :-**

#### **1.Registration of the Contractor**

- Any contractor/Bidders willing to participate in the processes of e-Tendering is required to log on to <https://etender.wb.nic.in> with user ID (a valid e-mail ID with password) for enrolment and registration. The contractor/Bidders is to click on the link for e-Tendering site as given on the web portal.□
- The registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.□
- Upon submission of such details online, registration would be done.□

#### **2. *Obtaining Digital Signature Certificate (DSC).***

- A Digital Signature is not a digitized form of signature. It is rather an identity proof for the tenderer, who is tendering electronically online, this may be used in the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.□
- Class- II and Class III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized by the Controller of Certifying Authorities, Government of India on payment of requisite amount.□
- The contractor/Bidders is again required to log on with the user ID and password to register the Digital Signature Certificate (DSC) without which he cannot participate in e-Tendering. Once registered, this DSC can be used for participating in any e-Tendering□

#### **3. Uploading documents**

- The tenderer is to log in with Digital Signature Certificate (DSC), e-token password to□ upload scanned copies of various documents, as sought for in the NIT. This can be save, edited and even deleted, if necessary, by the tenderers.

#### **4. Downloading Tender Documents**

- By tender search, (by value, by location, and by classification) or from latest tender, the tenderer may download and view details of tenders after clicking on serial number.□
- Such downloaded documents can be saved in computer as well.□
- After downloading documents and before submission of tender online, it is to be ensured that the documents have properly been filled up and necessary scanned documents have been uploaded, virus scanned and digitally signed.□

#### **5. Tender Submission**

- The Tenderer is to read the NIT carefully.□
- All corrigendum, addendum to the original NIT is to be considered as part of NIT.□
- Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).□
- The Tenderer is to use log in ID and password, followed by Digital Signature Certificate and to give e-token password to search the tender(s) he wants to participate from ‘Search Active Tenders’.□
- The selected tender may be added firstly in ‘My favourite’ and then ‘My Tender’ A message would appear that the tender has been set as favourite.□
- The Tenderer is click ‘View’ to submit tender.□
- The Tenderer is to further click ‘I agree’ and ‘Submit’, before opting for offline payment for cost of tender paper and Earnest Money Deposit (wherever applicable).□
- Cost of Tender papers and Earnest Money Deposit (wherever applicable) are to be paid through Demand Draft (DD) or as may be prescribed, details of which are to be filed up subsequently for online information.□
- Synopsis of credential in prescribed format and other documents as may be required are to be entered, verified, encrypted (transformation into non readable format) and uploaded.□
- Financial Folder containing the Bill of Quantities (BOQ) for offering the rate for execution of works is to be submitted next online, by uploading scanned copies duly encrypted.□
- Before freezing the submission, changes may be made, but these cannot be done after freezing.□
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.□

***6. In case of any clarification / assistance required for the process of e-Tendering please contact during office hours to Convener, Tender & Purchase Committee, University of Gour Banga, Malda.***

-

*Sd/-*  
*The Convener,*  
**Tender & Purchase Committee,**  
**University of Gour Banga,**  
**Malda – 732103**

Copy for information to:

1. The Hon’ble Vice Chancellor University of Gour Banga - Chairman.\*
2. The Registrar (Addl. Charge) - University of Gour Banga
3. Finance Officer (Addl. Charge), University of Gour Banga - Member.
4. Head Botany Department, UGB, Malda
5. UGB web site (ugb.ac.in)
6. Notice Board.

*Sd/-*  
*The Convener,*  
**Tender & Purchase Committee,**  
**University of Gour Banga,**  
**Malda – 732103**

PRE- QUALIFICATION APPLICATION

**To, The Convener, Tender & Purchase Committee, University of GourBanga,  
Malda - 732103**

Ref:- Tender for.....

(Name of work).....

.....  
.....

[N.I.T. No.....(Sl. no.\_\_\_\_\_) .....

Dear Sir,

Having examined the statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....In the capacity.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to me on behalf of the group of firms for Application and for completion of the related documents is attached herewith.

We are interested in bidding for the work given in Enclosure to this letter.

*We understand that :*

- (a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason: ***Encl:- e-filling of ....***

***1. Statutory Documents***

***2. Non Statutor Documents.***

Date :-

Signature of applicant including title and capacity in which application is made