



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

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Ref. No.: F69.V1/REG/2134-19

Date: 23.12.2019

## DEPARTMENT OF ZOOLOGY NOTICE INVITING E-TENDER

Online E-Tender is invited, by the Registrar, Cooch Behar Panchanan Barma University, for supplying the different Instruments/ Laboratory Equipments to the Department of Zoology, by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

Sl. No.	Item	Specification	Qty.
1	<b>High-End Multicolor Flow Cytometer Analyzer</b>	<ul style="list-style-type: none"><li>➤ The required system should be a Bench top flow cytometer (analyzer) with 3 lasers, 12 colors &amp; 14 parameters. The lasers should be 488nm (blue), 640 nm (red) &amp; 405 nm (violet) and should work simultaneously. All the lasers, their excitation optics &amp; collection optics should be fixed aligned. All fluorescence channels and side scatter detection channel must incorporate Photomultiplier Tubes (PMTs) to ensure maximum possible resolution from even dimly stained populations.</li><li>➤ The system in addition, should offer software driven auto alignment &amp; fine alignment features to ensure consistent performance. The system should be able to do automated compensation calculation, single fluorochrome addition and inter-beam compensation.</li><li>➤ The analysis speed should be at least 35,000 events per second or better. The system -apart from offering low, medium &amp; high flow rates, should also offer high sensitivity mode, which can result in higher fluorescence signal resolution for dim stained population.</li><li>➤ The system should be capable of doing absolute cell counting with and/ or without reference beads. The system should accept various kinds of sample input devices like 2ml, 5ml, 15ml or 50 ml tube. The system should be in a single tube acquisition format &amp; upgradable in future to universal plate and tube loader platform which can accommodate minimum 30 tubes &amp; 96 / 384 well plates as well.</li></ul>	1

		<ul style="list-style-type: none"> <li>➤ The System should have sample carry over less than 0.1% or better.</li> <li>➤ The system software should be capable of establishing baseline settings of system performance and be able to adjust for instrument variability thereby automating instrument setup leading to consistent &amp; reliable results. The system should also offer automatic (time defined) startup&amp; shut down procedures</li> <li>➤ The system software should offer support for 21 CFR part 11 guidelines for electronic records and signatures to protect data integrity. The system software should also have pre-defined assay menu for one-click launch. The system should also allow analysis of data parallel to sample acquisition.</li> <li>➤ Data management system: PC workstation with at least 3.0 Ghz processor, 2GB RAM, 160 GB hard drive, DVD/CD-ROM read/write combo drive, 19” LCD monitor and laser jet printer.</li> <li>➤ System should come with a Warranty of at least 3 year S from the date of installation</li> <li>➤ Suitable UPS and stabilizer should be provided with the equipment setup</li> <li>➤ System should be accompanied by an additional high-end research use offline data analysis software as a single solution for flow analysis with intuitive drag-and-drop analysis models for advanced data analysis using unlimited wide open novel Plugin architecture with fast updates and publication quality graphics like UMAP, FitSNE, FlowSOM, EmbedSOM etc.</li> <li>➤ CD markers for machine demonstration</li> </ul>	
2	<b>SOXHLET</b>	<ul style="list-style-type: none"> <li>➤ Extraction apparatus FAT 4 with solvent drain tap on 4 samples and individual heating control on 250 ml. (incl. soxhlet extractor, dimroth condenser, round bottom flask,</li> <li>➤ No. of samples : 04</li> <li>➤ Volume : 250 ml.</li> <li>➤ Power : 3 KW.</li> <li>➤ Maximum Heating Temperature : 350°C+ 10%</li> <li>➤ Dimension with racks (without glass parts) : 556x340x600 (wxdxh) mm</li> <li>➤ Weight : 12 kgs.</li> </ul>	1
3	<b>Hot air oven</b>	<p><u>Description:-</u>          Outside made of mild steel with powder coated paint. Inside made of anodised stainless steel. The double walled door asbestos gasket lining is fitted o heavy brass cast chromium plated hinges and has a</p>	1

		<p>latch type lock. Temperature can be controlled from few degree above ambient to 250° c by thermostat. Heating elements are placed in the ribs at the bottom and sides. Built in L-shape prismatic thermometer, with two shelves, works on 220/230 v AC supply with or without air circulating fan.</p> <p><u>Accessories:-</u></p> <ol style="list-style-type: none"> <li>Air circulating fan</li> <li>Timer 0-24 hours</li> <li>Microprocessor PID digital temp. Indicator-cum-controller.</li> </ol>	
4	<b>Magnetic Stirrer</b>	<p>Speed: 100 to 1700 rpm (Constantly adjustable)  Maximum stirring capacity: 10L  Temperature control: room temperature to 199°C (Constantly adjustable)  Highest temperature: 300°C  Each machine should come with</p> <ul style="list-style-type: none"> <li>Variable (Macro) sizes magnetic stirring beads (7 beads for each piece of magnetic stirrer machine)</li> <li>Micro magnetic stirring beads for each Magnetic stirrer</li> <li>1 Magnetic stirring beads retriever for each machine.</li> </ul>	1
5	<b>Rotator</b>	<p>The rotator which is ideal for using on a lab bench; in a small incubator or refrigerator; in a biological cabinet; or in a fume hood or any other place where space is at a premium. It should handle both large and small applications for micro centrifuge tubes and micro test tubes as well as 15 ml and 50 ml tubes.</p> <p>Specifications:  Speed: Variable speed control (0-80 rpm)  Ambient Temp.Range- 0°C to 40°C  Electrical: Speed Control with ON/OFF Switch and protected-fuse with suitable-wire cord.</p>	1
6	<b>Vortex</b>	<p>Specifications: Variable Speed Control Maximum Speed: 3000 RPM Choice of Continuous &amp; Touch Mode Rubber Feet</p>	1
7	<b>Incubator</b>	<ul style="list-style-type: none"> <li>inner chamber stainless steel</li> <li>Outside made of mild steel with powder coated paint. Inside made stainless steel. The double walled door with asbestos gasket lining is fitted on heavy brass cast chromium plated hinges and has a chromium plated latch type lock. Temperature can be controlled from few degree above ambient to 70°C by thermostat. Heating elements are placed in the ribs at the bottom and sides. Built in L-shape prismatic thermometer, with two shelves, works on 220/230v AC supply with or without air circulating fan.</li> <li><b>Size- 350x350x350 MM(HWD) , Inches Approx- 14''x14''x14''</b></li> <li>Air circulation fan</li> <li>Timer 0-24 hours</li> <li>Microprocessor PID Digital Temp. Indicator-cum-controller</li> <li>Number of shelves -2</li> </ul>	1

		<ul style="list-style-type: none"> <li>• With suitable stabilizer</li> </ul>	
8	<b>Non Refrigerated Centrifuge</b>	<ul style="list-style-type: none"> <li>• Laboratory centrifuge machine Model-R-8c with Rotor Head</li> <li>• 15 ml tube with 16 Place capacity</li> <li>• Microprocessor controller with digital display</li> <li>• Alphanumeric LCD display of speed &amp; RCF</li> <li>• 7 segment LED display of speed</li> <li>• Digital countdown timer &amp; continuous run</li> <li>• Dynamic brake for quick deceleration</li> <li>• Emergency lid lock release</li> <li>• Wide variety of rotors &amp; reduction adaptors</li> <li>• Stainless steel centrifuge chamber, easy to clean</li> <li>• Brushless induction motor with variable frequency drive.</li> <li>• Maximum RPM 16000</li> </ul>	1
9	<b>Hot plate</b>	<ul style="list-style-type: none"> <li>• top plate size-10x10cm, top plate material –ceramic</li> <li>• Temp- range 150°C-500°C</li> <li>• Maximum load 6-11 kg</li> <li>• Power supply 240volt.</li> </ul>	1
10	<b>Specification for Liquid phase Photosynthesis and Respiration Measurement System</b>	<ol style="list-style-type: none"> <li>1. It should be Computer controlled electrode system with direct display of traces to the PC Screen.</li> <li>2. Electrode type : Clark type polarographic oxygen sensor.</li> <li>3. It should have for the study of respiration by oxygen uptake in liquid suspensions of 200 ul - 2.5 ml.</li> <li>4. It should have Clear construction of electrode unit makes the system particularly suitable for teaching.</li> <li>5. It should have measuring range : Oxygen: 0-100% .</li> <li>6. Magnetic stirrer: Software controlled 150 - 900rpm in % steps</li> <li>7. Sampling rate: 0.1 - 10 readings/s</li> <li>8. Communications: USB2.0</li> <li>9. It must have resolution : 0.0003% Oxygen.</li> <li>10. Liquid Phase Sample Volume: 0.2-2.5ml.</li> <li>11. Power: 12V dc @ 100mA, 90Vac – 264Vac @ 1A</li> <li>12. It will be supplied with all accessories, Software for PC controlled magnetic Stirrer (150-900rpm, Variable) with windows based software for PC Control with USB 2.0 Connector.</li> <li>13. It should be supplied with suitable Laptop, Printer and external 2 TB HDD for storing Data.</li> <li>14. It should be provided one year warranty.</li> <li>15. Prompt and efficient after-sales service should be available from locally or from Kolkata.</li> </ol>	1
11	<b>Double Distillation unit, demountable boiler panel series,</b>	<ul style="list-style-type: none"> <li>➤ <u>Water output cap.(approx.) as follows:</u> <ol style="list-style-type: none"> <li>a) 1.5ltr, phase (single, 3kw), cooling requirement (1ltr/min) – 01 Qty.</li> <li>b) 5ltr, phase (single, 4x2.2 kw), cooling requirement (2.5 ltr/min) -01 Qty.</li> </ol> </li> </ul>	1

	<b>vertical type</b>	<u>Electrical measurements-230-250 volts</u> <u>Quality specifications</u> <ul style="list-style-type: none"> <li>➤ Biological activity- Pyrogen free glass</li> <li>➤ Conductivity S/cm – 1x10</li> <li>➤ Organic carbon (Toc) - &lt;500</li> <li>➤ Total solids mg/lit- &lt;0.1</li> <li>➤ Standard plate count- 0</li> <li>➤ KMnO<sub>4</sub> color retention- 1 hr</li> <li>➤ UV absorbance at 254 nm- 0.007</li> </ul>	
12	<b>Double beam UV-VIS Spectrophotometer</b>	<p>Optical Design : Double beam optical system with sample and reference detectors.</p> <p>Spectral Bandwidth: Fixed: 1.0 nm</p> <p>Light Source : Xenon flash lamp (3 years warranty)/D2 and Tungsten Halogen ( 3nos. of lamp each).</p> <p>Detector: Dual silicon photodiodes</p> <p>Scan Ordinate Modes: Absorbance, % Transmittance, % Reflectance, Kubelka-Munk, Log (1/R), Log (Abs), Abs*Factor, Intensity (Sample Beam).</p> <p>Minimum Data Resolution (wavelength scanning): 0.1nm</p> <p>Wavelength Range: 190 -1100nm</p> <p>Wavelength Accuracy: ± 0.5 nm for 190 to 900 nm</p> <p>Scan Speed: &lt;1 to 5000 nm/min</p> <p>Slew Speed: 30000 nm/min or better</p> <p>Data Intervals: 10, 5, 2, 1, 0.5, 0.2, and 0.1 nm</p> <p>Photometric Range: &gt;3.5 A</p> <p>Noise : 0 A: &lt; 0.00015 A</p> <p>1 A: &lt; 0.00050 A</p> <p>2 A: &lt; 0.00080 A</p> <p>Stability (Drift): &lt; 0.0005 A/hr.</p> <p>Baseline flatness: ± 0.0010 A</p> <p>Data Acquisition: Must have a single cell data collection of up to 100 data points/second.</p> <p>Software: Must have standard instrument control software including: wavelength scanning, single and multiple fixed wavelengths, wavelength ratios, quantitative analysis and kinetics</p> <p>Computer: One Compatible Desktop Computer (minimum i5), monitor (minimum 19 inch) should be supplied along with the system.</p> <p>Warranty: CMC of three years for full system.</p> <p>Two Pair of Quartz Cuvette should be offered along with the system. 10mm path length and 3.5ml</p>	1

13	<b>Large Horizontal Electrophoresis system</b>	<ol style="list-style-type: none"> <li>1. A horizontal electrophoresis system should be able to run the gel size of 15 x 10cm &amp; 15 X 15 cm, and both the gel trays should be supplied along with 15 x 15 cm with the Gel tank with safety lid.</li> <li>2. The supplied gel trays should be UV proof and the trays can be directly kept on the UV Transilluminator and should have a integrated fluorescent ruler in the tray. The ruler should get illuminated on exposure to UV Light for easy and safe calculation of the band movements.</li> <li>3. A system should include tape free gel casting module for leak free operations.</li> <li>4. A system should include two 1.5mm combs, 15- &amp; 20-well fixed height combs each.</li> <li>5. A system should have the option for adjustable height combs with comb holders.</li> <li>6. Migration rate of Bromophenol Blue dye should be similar to 4.5cm/hr(at 75 V).</li> <li>7. A system should have a lid with the safety banana Jacks, which breaks the circuit when the lid is running.</li> <li>8. Should be provided with a bubble leveler for even gel casting.</li> <li>9. The gel caster should have 3 height adjustable screws for balancing the uneven platforms for uniform gel casting.</li> <li>10. The electrodes should be color coded to remove the confusion of wrong orientation.</li> <li>11. The Lid should have a safety option so that the lid cannot be closed in the wrong orientation.</li> <li>12. The Lid should have a integrated cables to connect it to the power pack directly.</li> <li>13. A system should be capable to run precast ready agarose gels and Hand Cast gels.</li> <li>14. The Pre Cast Gels should be quoted from the same supplier and should be quoted in the options. Accessories for smooth demonstration: DNA Loading Dye, DNA Ladder, Hand protectors, UV eye protector glasses.</li> </ol>	1
14	<b><u>Electroporation apparatus for cell and molecular biology</u></b>	<ol style="list-style-type: none"> <li>1) Display of Time constant &amp; Actual Voltage delivered</li> <li>2) Should come with minimum 25 cuvettes of 0.4cm, 50 cuvettes of 0.2cm &amp; 30 cuvettes of 0.1cm Cuvettes. Should have Preset Optimized ELECTROPORATOR</li> </ol> <p>The system should have the following:</p> <ol style="list-style-type: none"> <li>1) Versatile and modular Electroporator for reproducible transformation of Eukaryotic and Prokaryotic cells (Mammalian, bacterial, yeast &amp; microorganisms.)</li> <li>2) Should have both Square wave and exponential decay wave functions for better transformation rate and flexibility of use.</li> <li>3) Simple one button pulse delivery, attached cuvette chamber &amp; rapid charge time speed-sample handling.</li> <li>4) Should have Pulse track circuitry for Arc Quenching thereby maximizing viability of cells.</li> </ol>	1

		<ol style="list-style-type: none"> <li>5) Should have Preset Optimized programs for common bacterial, fungal and mammalian cell lines</li> <li>6) Output: 10-3000 Volts range with 10V precision</li> <li>7) 25 to 3275 uF Capacitance with minimum increments of 10uF.</li> <li>8) Resistance: 50 – 1000 Ohm with minimum increments of 50 ohm</li> <li>9) Square wave timings: 10-500V, 0.05 to 10ms duration</li> <li>10) Compact space saving design.</li> <li>11) programs for common bacterial, fungal and mammalian cell lines.</li> <li>12) Should have an inbuilt storage of more than 100 programs.</li> <li>13) Should save a pulse parameter and results of previous 100 experiments.</li> <li>14) System should have preset protocols for minimum 10 Mammalian Cell Lines, 5 Bacterial and 5 Fungal strains.</li> <li>15) System should be supplied with a competent cells and Buffers</li> </ol>	
15	<b>Fixed Koehler Binocular Laboratory Microscope for Transmitted Light Bright Field Studies with HAL Illumination and LED illumination and Pointer Eyepiece</b>	<ul style="list-style-type: none"> <li>➤ Should have Extremely stable stand with wide lower part and low center of gravity</li> <li>➤ Modular designed Halogen illumination with 6V 30W Halogen lamp and Long Life LED- warm-light, 3200K. Both can be used alternatively</li> <li>➤ 6V 30W halogen power supply Integrated into the stand via a park position; Storage area for power cable and power supply in back of stand. Multi voltage power supply 3 country specific plugs; IEC- Adapter for adapting the power supply into a table top power supply. Meets all international standards and safety standards (CE, CSA, UL, ICC, ISO 9001 , 1vD).</li> <li>➤ Carrying handle fully integrated into the stand. Microscope should be easily and comfortably be moved. Ergonomically designed.</li> <li>➤ Intensity level display by means of a 5-element Display on both sides of the stand via live blue LEDs. Should protect lamp life by ensuring that all instruments are turned off when not in use.</li> <li>➤ Quadruple reverse nosepiece tilted backwards (to accommodate 4 objectives) with precision click stops for easy rotation. Allows easy access to stage and protects objectives.</li> <li>➤ 6V/30W tungsten halogen illumination with “pre-centered” lamp mount for easy lamp changing (centering of lamp is not needed whenever changed) also Long Life LED warm light with 3200K.</li> <li>➤ ABBE Condenser with a spherical lens and iris diaphragm, N.A. 0.9/1.25 for use with objectives 4x to 100x.</li> <li>➤ Long-Life Stage coating; X-Y controls on the right hand side and specimen holder with spring clip on the left side; easy to read vernier scales for precise and fast repositioning of sample.</li> <li>➤ Coarse and fine focusing with safety stopper; fine focusing graduations in 2.5 microns scale interval.</li> <li>➤ 30° inclined ergonomic Binocular tube, sidentopf design, suitable for eyepieces upto field of view 20mm. Inter Pupillary Distance range 48-75mm and eyepiece tubes can be swivelled either way for comfortable viewing angle of the operator (unique feature).</li> <li>➤ Eyepieces with 10x magnification, field of view 18mm suitable even for spectacle wearers. Focusable eyepieces are with ± 5 dioptre adjustment.</li> </ul>	4

		<ul style="list-style-type: none"> <li>➤ High contrast Plan-achromatic objectives 4x/0.10, 10x/0.25, 40x/0.65 and 100x/1.25 oil.</li> <li>➤ Attachable transmitted light mirror available as option.</li> </ul>	
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**FOR ANY CLARIFICATION REGARDING TENDER PLEASE CONTACT WITH COOCH BEHAR PANCHANAN BARMA UNIVERSITY E-MAIL ID – [INFO@CBPBU.AC.IN](mailto:INFO@CBPBU.AC.IN)**

**[TENDER FEE: RS.2000/- (RUPEES TWO THOUSAND ONLY), NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SAVINGS ACCOUNT NUMBER: 32741316141, IFSC CODE: SBIN0000058]**

**1. General Instructions:**

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the Cooch Behar PanchananBarma University website [www.cbpbu.ac.in](http://www.cbpbu.ac.in).

**2. Submission of bids:**

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

**3. Time Schedules for thee-tender:**

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

**4. Eligibility for Quoting:**

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

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

**5. Annual Turnover Requirements:**

Vender having average annual Turn Over for last three financial years is more than Rs.30 lakh in India or equivalent foreign currency in the respective foreign country for the year2016- 17, 2017-18, 2018-19 are eligible to participate in the Tender.

**6. Submission of Tenders**



## 6.1 General process of submission

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

## 6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

### I. Technical File (Statutory Cover) containing:

1. **Notice Inviting Tender (NIT)** – The NIT as published is to be downloaded and then uploaded the same digitally signed (*to be submitted in “NIT” folder*).
2. Annexure –
  - a) Basic Information (Vide Annexure I) (*to be submitted in “Annexure” folder*)
  - b) Application for Tender - (Vide Annexure II) (*to be submitted in “Annexure” folder*)
  - c) Authorization letter - (Vide Annexure III) (*to be submitted in “Annexure” folder*)
  - d) Affidavit Proforma - (Vide Annexure IV) (*to be submitted in “Annexure” folder*)
3. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **“Technical Details”** folders.
4. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2015-16, 2016-17 & 2017-18 in **“Accounts”** folder.

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

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

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			VAT/ CST /GST Registration Certificate
			Exemption Certificate for paying EMD for the current financial year (if any)
			Trade License / Enlistment Certificate

2	Company Details	Company Details 1	Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	<p>a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning</p> <p>b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning</p>
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2016-17
			Income Tax Returns submitted for the Assessment year 2017-18
			Income Tax Returns submitted for the Assessment year 2018-19
		Payment Certificate 2	VAT/CST/GST Returns (of the last quarter) for the year 2016-17
			VAT/CST/GST Returns (of the last quarter) for the year 2017-18
			VAT/CST/GST Returns (of the last quarter) for the year 2018-19

### 6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

**Bill of Quantities (BOQ):** The vender is to fill-up the designated cell as marked by the University in the BOQ under online mode through computer for preparing their quotation and thereafter vender will have to upload the same after digitally signed as submission of their quotation (Only downloaded copies of the BOQ as available in the web portal are to be uploaded without changing the name of the BOQ file after virus scanned and digitally signed by the vender)

7. The venders are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

### 8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those vender failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified

will be opened. If found suitable in the context of above pre-qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

**9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:**

**9.1 Bid Information:**

- a) **Partial Quotation within the same item serial number as mentioned in BOQ and also in this NIT will not be accepted and tender will be liable for cancellation.**
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) Currency will be made either in INR or from any of the foreign currencies like USD, EURO and JPY.

**9.2 Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

**9.3 Award of Contract:** The contract shall be made item wise as per Item Serial number of the List of Items as shown in Clause 15. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

**9.4 Warranty:** The vendor shall be fully responsible for the comprehensive onsite warranty (3/3/3-part/labour/onsite) in all respect of the equipment's, accessories etc. including spares and services for a period of three years from the date of installation. Warranty will be effective from the date of joint installation Report.

**9.5 Adequate support service facility:** The bidder/manufacturer should have adequate service support centre in Kolkata/Siliguri/Cooch Behar for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.

**9.6 Training Facility:** User training regarding the operation of the equipment's shall be arranged by the supplier/vendor at no extra cost.

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

**9.8 Credentials:** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender. Documents related to the previous supply of same types of items in at least (04) four recognized National Level Institutions.

**9.9 DSIR Certification:** The Cooch Behar Panchanan Barma University will provide the necessary

certificate at the time of purchase.

- 9.10 **Make & Model:** Bidder must mention Make and Model in the Information Sheet as given vide Annexure-I and must send the product details/catalogue/brochure in the “**Technical Details**” folder.
- 9.11 **Time Schedule:** The supply and installation work must be completed within 15 days from the date of receipt of the purchase order.
- 9.12 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.13 **Place of delivery:** **DEPARTMENT OF ZOOLOGY, COOCH BEHAR PANCHANAN BARMA UNIVERSITY, COOCH BEHAR -736101.**
- 9.14 **Payment Schedule:** 100% of the bill value will be paid after satisfactory installation/delivery of the equipments.
- 9.15 Performance Security: Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/Bank Guarantee immediately before issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:
- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
  - ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
  - iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order
  - iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the item itself or for its installation and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
  - v) In case of any false submission /statement by the bidder.
  - vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
- 9.16 **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
- 9.17 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, GST Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.
- 9.18 **Turnover Criterion:** Bidder must have average annual turnover of more than Rs.30 lakh in three financial year ending 2017-18.
- 9.19 **Disposal of Disputes/ Damage:** In case of any dispute/damage, the University’s decision will be treated as the final and conclusive. All legal actions are subject to Kolkata/ Cooch Behar jurisdiction only.
- 9.20 **Conversion of FC Rate:** Generally, the West Bengal Government Portal is equipped enough

for conversion of Foreign Currency (FC) rate into INR. In case of any problem arising out of the West Bengal Government Portal for e-tender regarding the conversion rate against foreign currencies quoted by the bidders in the BOQ, the conversion rate as existing in the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

Discretion of the University:

- 9.21 University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
- 9.22 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 9.23 University reserves the right to relax any clause as stated herein above for selection of responsive vendor.
- 9.24 The university reserves the right to accept or reject any or all the submitted quotations without assigning any reason whatsoever even it comply all condition.

**10. Dates & Information:**

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	24.12.2019
2	Documents download (online)	24.12.2019 (from 11.30 a.m.)
3	Bid Submission Start Date(on line)	24.12.2019 (from 09.00 a.m.)
4	Bid Submission Closing Date (Online)	13.01.2020 (up to 06.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	16.01.2020 (from 11.00 a.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

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

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

**12. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.**

**13. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.**

**14. STEPS TO BE FOLLOWED FOR SUBMISSION OFE-TENDER**

**1. SEARCHING THETENDER**

After Login on [www.wbtenders.gov.in](http://www.wbtenders.gov.in) with DSC Click on Search Active Tenders

In Keyword writes Tender Reference No./Tender memo. No. or put Tender ID and click on submit on NIC website.

## 2. DOWNLOADING THE TENDERDOCUMENTS

After searching the particular tender, you will find NIT & BOQ and other document, click on those to download and save the documents.

- Then fill the login Id and password which is written on top or your own login id and password; the same page will appear again click on NIT & BOQ to download.
- While downloading the BOQ please do not change the name of the BOQ and quote as per the exact Accounting Unit, as mentioned.

## 3. UPLOADING DOCUMENTS UNDER “MY DOCUMENTS”FOLDER

- First upload all the “My Documents” before starting the Bid Submission process.
- While starting the Bid submission process after the EMD payment you will find an option “Do you want to submit Other Important Documents”.
- Here click on YES to submit the MY DOCUMENTS and then tick mark the check boxes to tag those documents in that particular tender.

## 4. UPLOADING DOCUMENTS UNDER “STATUTORY COVER”FOLDER

- First upload Tender Document (Other than BOQ) with digital signature in **NIT Folder**. Thereafter, upload Scanned Copy of all Annexure in the **Annexure Folder**.

## 5. BOQ

- While first opening the BOQ there is an option at top of the rows. “Security warning Macros have been disabled” Click on Options.
- Select “Enable the content” then OK. This will enable you to visualize the BOQ.
- Select the Currency (INR, USD, JPY, EUR)** type from drop down list while quoting the amount against each item.
- Upload BOQ in the “BOQ Folder” under “Financial Cover” after filling up financial data in the appropriate columns

## 6. ITEM WISEDETAILS

- Select that item as Yes/No from drop down list which item bidder wants to quote the amount.



**REGISTRAR**  
**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**  
**VIVEKANANDA STREET, COOCH BEHAR – 736101**

## Annexure I

**FURNISHING BASIC INFORMATION**

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade Licence No. (Please enclose copy of Trade Licence)	
6	PAN (Please enclose copy of PAN Card)	
7	VAT No. (Please enclose copy of VAT)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning? (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2014-15 :Rs..... 2015-16 :Rs..... 2016-17 :Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributer/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder  
(With Seal)

Annexure II  
APPLICATION FOR TENDER

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

To

The Registrar  
Cooch Behar Panchanan Barma University  
Cooch Behar-736101  
West Bengal

Sub: NIT for the Supply of **different Instruments** for the purpose of  
Departmental requirement for Department of Zoology

Ref:-\_\_\_\_\_N.I.T. No .....dated.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....  
.....in the capacity  
..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time.
4. We are offering rate for the following item /items with manufacturing capacity and assured supply to the Cooch Behar Panchanan Barma University.

Sl. No.	Description of Items	Make	Model No.	Quantity	Offer Validity

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

Date:-

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

Contact no:

E-mail address

Postal Address:



Annexure III

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

FORMAT

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

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. ....(Name),

employee of this Organisation as ..... (Official Designation) is

hereby authorised to submit tender online, Vide NIT

No....., Dated ..... on behalf of the

Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

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

I, Sri/Smt. ....

The Managing Director/Proprietor (etc.) of the Firm,  
.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).