

# MAULANA AZAD COLLEGE



## NOTICE INVITING E-TENDER

**Tender ID showing at <http://wbtenders.gov.in> :**

**Tender Ref. No.: MAC/DBT-BOOST/2016-17/02**

**Dated: 23/10/2017**

**Office memo no. Tender (2<sup>nd</sup> Call) /243/23.10.2017**

Online E-Tender (2<sup>nd</sup> Call) is invited for the purchase of equipments, Maulana Azad College out of DBT BOOST Scheme for supplying 2 No. of items and Installation thereof by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

### **Items Specification:**

#### **a) Supply of 1 No. of High Speed Bench top Refrigerated Centrifuge with accessories:**

- 1. Max Speed : 20000 rpm Adjustable from 200 to 20,000 rpm with 10 rpm Increments.**
- 2. Max RCF : 38000 x g or more**
- 3. Temperature range: -20°C to +40°C with 1°C increment.**
- 4. Operating voltage : 220-240V/50-60Hz.**
- 5. Pre-cooling program option**
- 6. Pre-selection of running time 10 sec to 99 Hrs 59 min or continuous.**
- 7. 10 acceleration and 10 deceleration rates with possibility of unbroken deceleration.**
- 8. Storage of up to 99 runs incl. rotor type.**
- 9. Quick-Key for short runs**
- 10. Permanent indication of preset & actual values.**
- 11. Splash proof large LCD display**
- 12. Motor driven lid lock**
- 13. Active imbalance identification & cut-off protection. Imbalance tolerant drive pin.**
- 14. Automatic rotor identification system with over speed protection**
- 15. Audible signal at the end of each run with several melody options.**
- 16. Noise level under 60 dBA at maximum speed.**
- 17. Permanent indication of preset and actual values.**
- 18. Should be manufactured according to IEC 61010 standard & conforms to CE-requirements.**
- 19. The system should complete with Angle rotors :-**
  - a) Angle rotor for 6x50 ml. tubes.  
Max. RPM : 16000 rpm or more  
Max. RCF : 24000 x g or more  
With adapter for 50 ml. rb tubes.
  - b) Angle rotor for 24 x 1.5/2.0 ml. tubes.(hermitically sealed)  
Max. RPM : 20000 rpm or more  
Max. RCF : 38000 x g or more  
With adapter for 0.5 ml. & 0.2 ml. tubes.
- 20) 1 no. 3kva servo controlled voltage stabilizer/power supply (160V-260V) has to be quoted along with the instrument.**

Comprehensive warranty: 02 years' from the date of installation.  
Non comprehensive warranty/A.M.C. : 03 years' after completion of comprehensive  
Warranty (labour only).

**b) Supply of 1 No. of Rotary Vacuum Evaporator with accessories:**

- 1 Speed range : 20 to 180 rpm
- 2 Sample Flask : 1 L Pear Style
- 3 Receiving Flask : 1 L round style
- 4 Condenser : Diagonal Double spiral glass coil  
: Separate Type
- 5 Liquid Contact Parts : Glass & PTFE
- 6 Vacuum seal : Teflon + Teflon/Viton double seal  
With anti reverse Cover inside
- 7 Evaporation capacity : Max. 20mL/min (Water)
- 8 Lifting Height : 100 mm with easy lift jack

**Its includes with Digital Water Bath**

- 9 Temp. set & monitor : Digital
- 10 Temp. control range : Ambient temp RT+5°C to 90° C
- 11 Temp. accuracy :  $\pm 1.5^{\circ}\text{C}$
- 12 Bath capacity : 3L

**ACCESSORIES**

**i) 1No. Powerful Aspirator Vacuum Pump**

- 13 Displacement : 16L/min. x 2 (at water temperature 6<sup>0</sup>C)
- 14 Ultimate vacuum : Max. Vacuum 7mm of mercury
- 15 Safety function : Check valve, thermal protection
- 16 Motor : Induction motor output 150W
- 17 Water bath capacity : 10L

**ii). 1No. COMPACT BENCHTOP LOW TEMPERATURE CIRCULATOR**

- 18 Temp. control and display: Digital
- 19 Bath capacity : 4L
- 20 Temp. control range : -20°C to Ambient
- 21 Refrigeration unit : Air cooled, Output 450w CFC Free
- 22 Cooling capacity : 450W
- 23 Circulating pump : Max. flow 10L/min., Max. head 4.2m
- 24 Weight : ~29 Kg

**iii). 1No. COMPACT BENCHTOP REFRIGERATED COLD TRAP**

- 25 Condensing capacity : Max. 0.5kg water
- 26 Lowest Temperature : -50<sup>0</sup>C
- 27 Safety feature : Breaker, overload relay for refrigerator high press, switch for refrigerator
- 28 Refrigeration unit : 300W, air cooled type
- 29 Service AC outlet : Max. 4A for diaphragm vacuum pump
- 30 Bath dimension : Ø 90 x 225D (approx. 1.4L)
- 31 Weight : ~23 Kg
- 32 Its comes complete with Lid with nozzle B
- 33 With freeze drying attachment T-Shape Manifold

Comprehensive warranty : 01 years' from the date of installation.  
Non comprehensive warranty/A.M.C. : 03 years' after completion of comprehensive  
warranty.(labour only).

## **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 Maulana Azad College Website [www.maulanaazadcollege.in](http://www.maulanaazadcollege.in).

### **1. 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.

### **2. Time Schedules for the e-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.

### **3. 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.

### **4. 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 year 2013-14, 2014-15& 2015-16 are eligible to participate in the Tender.

### **5. 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. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid .The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (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). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

#### **6.2 Technical Bid**

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

- I. Technical File (Statutory Cover) containing:

1. **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)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in “Annexure” folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Folders.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2013-14, 2014-15 & 2015-16 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
			GST Registration Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate/ License for Electrical works (Mandatory for Electrical installation work)
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	<ul style="list-style-type: none"> <li>a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning</li> <li>b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning</li> </ul>
4	Financial Information	Payment Certificate	Income Tax Returns submitted for the Financial year 2013-14
			Income Tax Returns submitted for the Financial year 2014-15
			Income Tax Returns submitted for the Financial year 2015-16

### 6.3 Financial Bid

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

**Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the College in the BOQ sheet for supply of High Speed Bench top Refrigerated Centrifuge with accessories, Rotary Vacuum Evaporator with accessories.**

6. The tenderers 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.

#### 7. 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 Tenderer 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.

#### 8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

##### 9.1 Bid Information:

- a) **Partial Quotation within the same item 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) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**

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

- 9.3 **Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

- 9.4 **Warranty:** The vendor shall be fully responsible for the onsite comprehensive warranty for all equipments, accessories etc. including spares and services for a period of minimum 1 year from the date of installation. A.M.C for next 3 years’ after normal comprehensive warranty shall be quoted. In all respect, warranty period will start from the date of Joint Installation Report. Bidder must upload Warranty confirmation certificate showing the warranty period as per the above clause in “**TECHNICAL DETAILS**” folder.

- 9.5 **Adequate infrastructural facility:** The bidder/manufacturer should have registered establishment set up in Kolkata or its adjacent locality. In addition, the bidder/manufacturer

must have authorised service centre with adequate numbers of sound service personnel. Representatives from both establishment and service centre must be made available within 24 hours after making calls from the Maulana Azad College. Documents in support of establishment and service centre with pay roll sheet must be uploaded in “**TECHNICAL DETAILS**” folder.

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

9.7 **Manufacturer’s Authorisation:** Proper manufacturer’s/brand’s authorization must be uploaded in the TECHNICAL DETAILS folder.

9.8 **Credentials:** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.

9.9 **DSIR Certification:** Maulana Azad College under Calcutta University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.

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 60 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:** Office of the Principal, Maulana Azad College, Kolkata.

9.14 **Payment Schedule :** 100% Payment to be made after delivery and satisfactory installation of the items.

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, 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 2015-16.

9.19 **Disposal of Disputes:** In case of any dispute, the College’s decision will be treated as the final and conclusive. All legal actions are subject to Kolkata 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 College :**

- 9.21 College may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
- 9.22 College 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 College reserves the right to relax any clause as stated herein above for selection of responsive vender.

**9.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>	
2	Documents download (online)	
3	Bid Submission Start Date(on line)	
4	Bid Submission Closing Date (Online)	
5	Bid Opening Date (Online) – Technical Bid	
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 College 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.

**FURNISHING BASIC INFORMATION**

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

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
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	2013-14: Rs..... 2014-15: Rs..... 2015-16: 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 College.

**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, E mail address etc)

To  
The Principal,  
Maulana Azad College,  
8,Rafi Ahmed Kidwai Road,  
Kolkata-700 013.  
West Bengal

Sub: NIT for the Supply of .....

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 College.
- 5.

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, E mail  
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).

ANNEXURE V

(Affidavit Proforma)

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

**DECLARATION ON NIT**

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the Maulana Azad College for taking decision related with the tender for which the said NIT was uploaded.

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Full signature of the Person  
(Designation with Seal)

Date:

Place: