

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

**Tender Ref. No. ZOO/WBDSTBT/AMB/Equip/24-25/01**

**Date: 18/06/2024**

## Notice Inviting E-Tender (Two Bid)

**Tender Inviting Authority:** Registrar, The University of Burdwan (BU), Rajbati, Purba Bardhaman-713104, West Bengal (hereinafter referred as Tender Inviting Authority unless the context otherwise requires)

**Tender Accepting Authority:** Project (WBDSTBT/2094(Sanc.)/STBT-11012(27)/3/2024-ST SEC dated 06/02/2024) Purchase Committee, Department of Zoology, The University of Burdwan (hereinafter referred as PPC, unless the context otherwise requires).

Tender Inviting Authority invites tender through online bid submission at website <https://wbtenders.gov.in> for procurement of **Analytical Balance** for WBDSTBT, GOWB, sponsored Research Grant at Department of Zoology, BU, **PI: Dr. Anandamay Barik** from the Original Equipment Manufacturer (OEM) or their representatives in India. The tentative quantity and the required items of each are mentioned at **Annexure-III separately**. The tender must be submitted through **on line only**, and must be addressed to: **Dr. Anandamay Barik, PI, WBDSTBT Project, Department of Zoology**, The University of Burdwan, Burdwan 713 104, INDIA. **A Copy of the technical details only** (Brochures/leaflet/compliance cart etc.) must be submitted through email at **abarik@zoo.buruniv.ac.in**.

<b>Tender No: Ref. No.: Ref. No. ZOO/WBDSTBT/AMB/Equip/24-25/01, Dt. 10/06/2024</b>			
<i>Critical Dates</i>			
<i>Published Date</i>		<i>Document Download end date</i>	
<i>Document Download start Date</i>		<i>Bid Submission end Date</i>	
<i>Bid Submission Start</i>		<i>Bid opening Date</i>	<i>To be Notified latter</i>

*Tender Document contains*

<i>Instruction to bidders</i>	<i>Annexure I</i>
<i>Terms and Conditions</i>	<i>Annexure II</i>
<i>List of Items with Specification</i>	<i>Annexure III</i>
<i>Check list for Technical Bid</i>	<i>Annexure IV</i>

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

## Annexure-I

### *Instruction to bidders*

1. For e-filing, intending bidder may download the e-tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. **Eligibility criteria:**
  - a. The tenderer shall be an original item Manufacturer or qualified Indian Agents.
  - b. **The OEM must have experience of manufacturing for at least last 10 years or more which should be given as undertaking from the OEM in writing and is to be submitted along with the tender documents.**
  - c. Tender should not be submitted by the firm/company for the Product(s) for which the firm/ Company has been blacklisted/ banned/ debarred by CMSS/ State Governments/ Central Government/ its Drug procurement agencies or if the Firm/Company is debarred as a whole by these agencies.
3. **General conditions:**
  - a. A complete set of Tender documents may be downloaded by any interested eligible tenderer from website: <https://wbtenders.gov.in> as per the schedule given in Critical Date Sheet. No cost for the Tender document shall be charged for the Tender documents downloaded by the Tenderers.
  - b. Tenders will be opened online therefore, the presence of tenderers/authorized representatives of the tenderers is not necessary.
  - c. Any person who has downloaded the Tender document should watch for amendments, if any, on the website: [www.buruniv.ac.in](http://www.buruniv.ac.in); for which BU will not issue any separate communication to them.
  - d. **The categories of items and quantity indicated in the tender document are tentative. BU, however, reserves the right to increase or decrease the quantity or delete some or all the items depending on the needs of the PI and availability of funds without assigning any reasons.**
  - e. The bidder should clearly indicate the delivery period and validity period of the tender. It may be mentioned that the validity period of the price should be at least six months (180 days).
  - f. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed on the website <https://wbtenders.gov.in> within the closing date of online submission.

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

## 4. Techno commercial bid

- a. The Tenderer should electronically submit the soft copies of following documents in Techno Commercial Bid. (All the documents submitted should bear signature and stamp of the Tenderer).”
- b. Tenderer shall be a manufacturer or its qualified Indian Agent. In case the bidder is a manufacturer- Self Declaration of Manufacturer should be given.
- c. All the prices must be quoted in Foreign Currency (for imported items) & INR for local items.
- d. The bidder should indicate specifically the basic price, taxes and other charges against each item.
- e. **GOODS & SERVICES TAX (GST):** The Tenderer may quote GST as per applicability in accordance with relevant Government notification.

## 5. The **bid packet** should contain scanned copies of the following documents: -

- a. **Proof of PAN no.**
- b. Proof of **GST/Sales Tax Registration Certificate.**
- c. Copies of the Income Tax Acknowledgement Receipt of **last three-** Assessment year from date of advertisement.
- d. P.T. Deposit Challan for latest year,
- e. ESI Certificate,
- f. up to date clearance of Service Tax Registration (last receipt of Challan),
- g. **Trade License and last three-year audited Balance Sheet.**
- h. Terms & Conditions and Delivery period to be submitted on firm’s letterhead.
- i. Particulars of the bidder in plain paper in the following format mentioning the following:
  1. Name and address of the Company including Telephone no.,
  2. Contact person - Name, mobile number, email address.
  3. Banker's name and address in details
  4. Any other relevant documents / information
- j. **A Copy of the technical details should be attached (Brochure’s/leaflet/ etc.)**
- k. **Documents from Govt. organization is support of Credential.**
- l. Dully filled Compliance cart -**Annexure III**
- m. Dully filled **Check list- Annexure IV**

## 6. ACCEPTANCE OF TENDER

- a. Technically responsive Tenders will be evaluated based only on the “landed price”.

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):

P.O. Rajbati, Burdwan, PIN-713104

Ph.: 0342-2634015

0342- 2656549/2656566/2558554 ext-296

e-mail: registrar@buruniv.ac.in

Tele Fax: 0342-2634015

---

- b. The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.
- c. The acceptance of the Tenders will be communicated to the lowest / matched tenderers in writing.
- d. **The acceptance of quotation will rest with the Principal Investigator of the project who does not bind himself to accept the lowest quotation and reserves the right to reject, or partially accept any or all the quotations received without assigning any reason.**

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

*Annexure-II*

## *Terms & Conditions*

**Subject: Tender Inviting Authority invites tender through online bid submission at <https://wbtenders.gov.in> website: for procurement of Analytical Balance for WBDSTBT, GOWB, Sponsored Research Grant at Department of Zoology, BU, PI: Dr. Anandamay Barik.**

1. Please send in a **compliance statement** according to the specifications mentioned above with your instrument, without which the quote will not be accepted.
2. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Project Purchase Technical Committee' formed by The University of Burdwan. The decision of the 'Project Purchase Technical Committee' will be final and absolute in this respect.
3. Terms & Conditions like, Insurance, Mode of payment, Validity period, Warranty and Delivery period must be mentioned and to be submitted on firm's letter head mentioning the following:
  - (a) Name and address of the Company including Telephone no., FAX no.
  - (b) Contact person - Name, mobile number, email address.
  - (c) Banker's name and address in details
7. Detailed Technical specifications: Full Specifications, Make, Model, Brochure/Leaflets/Technical Information of the item(s) should be given while quoting the rates in the bid.
8. In the case of authorized dealers, OEM authorization mentioning the NIT not to be submitted by the dealer.
9. **The accessories quoted by every bidder should be OEM make and not locally sourced; if found so during supply then order will be cancelled.**
10. **Experience and credential documents including copies of Orders (Minimum five installation) towards supply in Govt /Govt undertaking organizations/ agencies are to be submitted along with the technical bid.**
11. Any other relevant document
12. **The Financial proposal should contain the Bill of quantities (BOQ) in one folder.** The bidder has to download the BOQ and quote the rate online in the space marked for quoting rate in the BOQ and upload the document virus scanned & Digitally Signed by the bidder.
13. The Project Purchase/technical Committee reserves the right Purchases 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

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

obligation to inform the affected Bidder or Bidders of the ground for Purchase Committee's action.

14. The final price of the instrument /equipment must include the other charges like packaging, forwarding, transportation charges etc.
15. **The purchase order will be placed with the INR only.**
16. The material should be dispatched duly insured against theft, loss or breakage during transit and the rates chargeable for insurance may invariably be quoted separately. The insurance shall be for an amount equal to 110% of the CIF value or CIP value of the contract from within “warehouse to warehouse (final destination)” on all risk bases including strikes, riots, and civil commotion.
17. The University of Burdwan is registered with the Department of Scientific and Industrial Research (DSIR) for the purposes availing Customs duty exemption in terms of Government Notification and Central Excise Duty Exemption in terms of Government Notification.
18. **Payment will be made on a bill basis after the receipt of the item in good condition, its satisfactory installation and commissioning at our site by e-payment.**
19. The warranty shall remain valid for a minimum of **thirty (36) months (Project duration)**.
20. Rate should be given both in words and figures clearly in the quotation. If there is any discrepancy between the words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.
21. The shipment must be in the name of “The PI Prof. Anandamay Barik, The University of Burdwan, Golapbag, Burdwan, 713104, West Bengal, India”.
22. The last date and time for receiving complete bids shall be strictly adhered to and no offer received after the due date shall be considered. Delayed/Late Tenders will not be considered at all. The University of Burdwan will not be responsible for any loss in transit.

Sd/-  
REGISTRAR  
The University of Burdwan

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

## ANNEXURE-III

### DETAILED TECHNICAL SPECIFICATIONS FOR ANALYTICAL BALANCE

#### Item 1: Analytical Balance

Sl. No	System/Components/Operations	Description	Complied (Yes/No)
1.	Make & Model	To be specified	
	General Specification	<ul style="list-style-type: none"><li>• Capacity: 82/220 gm</li><li>• Minimum Load: 1 mg/100 mg</li><li>• Readability: 0.01 mg/0.1 mg</li><li>• Repeatability (+/-): <math>\pm 0.03</math> mg</li><li>• Linearity (+/-): <math>\pm 0.02</math> mg</li><li>• Tare Range: Max</li><li>• USP Min. Weight: 40 mg</li><li>• Pan Size: 90 mm</li><li>• Stabilization Time: 3 – 8 sec</li><li>• Calibration: Internal</li><li>• Operating Temp.: +18+ +30° C</li><li>• Power Supply: 230V 50HZ= 12V 1.2A</li><li>• Interfaces: Rs232, USB-B, USB-A Option LAN or Wi-Fi</li><li>• Display: Graphical Display</li><li>• Weighing Chamber Dimension: 174 × 1135 × 220</li></ul>	
	Other	Company should provide at least 10 satisfaction certificates from the users of the quoted model from Govt. research institutes or Universities in India.	
		A Copy of the technical details should be attached (Brochures/leaflet/compliance cart etc.)	

# THE UNIVERSITY OF BURDWAN

Registrar



Contact details (office):  
P.O. Rajbati, Burdwan, PIN-713104  
Ph.: 0342-2634015  
0342- 2656549/2656566/2558554 ext-296  
e-mail: registrar@buruniv.ac.in  
Tele Fax: 0342-2634015

Annexure-IV

## Check List for Technical Bids

Particular	Yes/No	Document attached Yes/NO
1. Proof of PAN no.		
2. Proof of GST/Sales Tax Registration Certificate.		
3. Income Tax Acknowledgement Receipt of last three- Assessment year		
4. P.T. Deposit Challan for latest year		
5. Up to date clearance of Service Tax Registration (last receipt of Challan)		
6. Documents from Govt. organization is support of Credential.		
7. Trade License		
8. Last three-year Balance Sheet.		
9. Terms & Conditions and Delivery period to be submitted on firm's letter head		
10. Particulars of the bidder in plain paper		
11. A Copy of the technical details (Brochures/leaflet/ etc.)		
12. Dully filled Compliance cart -Annexure III		
13. Dully filled Check list- Annexure IV		